

# Employee Training Plan



## Employee Orientation on first day of work

- ☐ Attend New Employee Orientation (Medical Campus)

## DAY 2: Date (First day in the department)

- ☐ Welcome to Department
- ☐ Overview of training schedule
- ☐ Department Orientation Checklist items
  - ☐ Department's role/mission
  - ☐ What department does
  - ☐ Job description/title
  - ☐ Performance expectations
  - ☐ Probationary period
  - ☐ Dress code/guidelines
  - ☐ Parking/Metrarail
- ☐ Organizational Chart
  - ☐ Reporting structure
- ☐ Overview of duties/responsibilities
- ☐ Keys and access codes

- ☐ Overview of of employee's position
- ☐ Lunch
- ☐ Overview of similar position
- ☐ Overview of Receptionist Position
- ☐ Request process training
- ☐ Recap with supervisor

### **DAY 3:**

- ☐ Overview of co-worker position
- ☐ Related training
- ☐ Campus Tour
- ☐ Introductions to key clients and/or departments
- ☐ Lunch

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)