

New Employee Training Components

Training Component	Trainer/Location	Completed By	Timeframe	Date Completed
Office Orientation (i.e. shared drives/calendars, requesting time off, office hours, office coverage, etc.)		First Day	30 minutes	
<ul style="list-style-type: none"> • Position overview • Work plan • Unit Overview • Org Chart 		First Day		
Cover process/topic #1 <ul style="list-style-type: none"> • Who • What • Where • When • How 				
Cover process/topic #2 <ul style="list-style-type: none"> • Who • What • Where • When • How 				
Cover process/topic #3 <ul style="list-style-type: none"> • Who • What • Where • When • How 				
Cover process/topic #4 <ul style="list-style-type: none"> • Who • What • Where • When • How 				