**Sample New Employee Training Schedule**

**Lois Lane**

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| **Day 1: 01/01/2014** | | | |
| **Time** | **Location** | **Topic** | **Person** |
| 8:00-8:45 | Onboarding Center  Joyner Visitor Center | * I-9 * Tax Withholding (W4/NC4) * Direct Deposit * Employee ID card * Parking permit * W-2 Consent * Register for New Employee Orientation * Register for Benefits Orientation or discuss online options * Review New Hire Checklist | Onboarding Specialist |
| 9:00-12:30 | Supervisor’s Office  Room 100 | * Welcome * Unit overview * Org Chart * Employee Guide * SOP Document * Manager’s Safety Checklist * Building/area tour * Keys/building access | Superman |
| 12:30-1:30 | TBD | Lunch (recommended with supervisor or work team) | Superman |
| 1:30-3:30 | Jane’s Office | Set up work space  Review SOP and Employee Guide | Jane Doe |
| 3:30-5:00 | Supervisor’s Office Room 100 | * Position overview * Work plan | Superman |
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| **Day 2: 01/02/14** | | | |
| **Time** | **Location** | **Topic** | **Person** |
| 8:30-9:30 | Buddy’s Office  Room 300 | Introduce Jane to her “buddy” | Buddy |
| 8:30-10:00 | Spiderman’s Office  Room 200 | Observe/shadow Coworker | Spiderman |
| 12:00-3:00 | Batman’s Office  Room 400 | Cover process/topic #1   * Who * What * Where * When * How | Batman |
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| **Day 3: 01/03/14** | | | |
| **Time** | **Location** | **Topic** | **Person** |
| 9:00-12:00 | Wonder Woman’s Office  Room 500 | Cover process/topic #2   * Who * What * Where * When * How | Wonder Woman |
| 3:00-4:30 | Supervisor’s Office  Room 100 | Check in/follow up | Superman |
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| **Day 4: 01/04/14** | | | |
| **Time** | **Location** | **Topic** | **Person** |
| 12:00-3:00 | Captain America’s Office  Room 600 | Cover process/topic #3  • Who  • What  • Where  • When  • How | Captain America |
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| **Day 5: 01/05/14** | | | |
| **Time** | **Location** | **Topic** | **Person** |
| 12:00-3:00 | Captain America’s Office  Room 600 | Cover process/topic #4  • Who  • What  • Where  • When  • How | Captain America |
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