**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 CenterJoyner 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 OfficeRoom 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 spaceReview 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 OfficeRoom 300 | Introduce Jane to her “buddy” | Buddy |
| 8:30-10:00 | Spiderman’s OfficeRoom 200 | Observe/shadow Coworker  | Spiderman |
| 12:00-3:00 | Batman’s OfficeRoom 400 | Cover process/topic #1* Who
* What
* Where
* When
* How
 | Batman |
|  |  |  |  |
| **Day 3: 01/03/14** |
| **Time** | **Location** | **Topic** | **Person** |
| 9:00-12:00 | Wonder Woman’s OfficeRoom 500 | Cover process/topic #2* Who
* What
* Where
* When
* How
 | Wonder Woman |
| 3:00-4:30 | Supervisor’s OfficeRoom 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 OfficeRoom 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 OfficeRoom 600 | Cover process/topic #4• Who• What • Where• When • How | Captain America |
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