

## SAMPLE NEW EMPLOYEE TRAINING

The below is a sample training schedule that may be implemented at a client's office for their new hires.

TUTORIAL	DAY #	# OF HOURS
*Pension Training		
• Pension Elements		7
• Pension Educator		14
<b>Total Hours</b>		<b>21</b>
**Relius Administration Basic Training		32
<b>Total Hours</b>		<b>32</b>
***Training Passport		
• New Learner Series		3.5
• Census Series		4
• Eligibility Series		5
• Takeover Series		1
• Transaction Processing Series		5
• Distributions and Forfeitures Series		4
• Loan Series		4
• Allocation Series		4
• Daily Valuation Series		5
• Managing System Activity Series		1.5
• Compliance Series		6
• Web Series		4.5
<b>Total Hours</b>		<b>47.5</b>
***Crystal Reports		
• Crystal Report Series (Training Passport)		7
• Report Writer Basic Training		16
<b>Total Hours</b>		<b>23</b>
<b>Grand Totals</b>		<b>123.5</b>

# Sample New Employee Training Program

**Yi-Tong Ma**



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