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
Total Hours		21
**Relius Administration Basic Training		32
Total Hours		32
***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
Total Hours		47.5
****Crystal Reports		
• Crystal Report Series (Training Passport)		7
• Report Writer Basic Training		16
Total Hours		23
Grand Totals		123.5

Sample New Employee Training Program

Roman Wölfel

Sample New Employee Training Program:

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