

NEW HIRE TRAINING PLAN

NEW HIRE TRAINING PLAN

1000
WORDS

EMPLOYEE INFORMATION				
EMPLOYEE:		POSITION:		
DEPARTMENT:		HIRE DATE:		
TRAINING PLAN				
TRAINING	DESCRIPTION	TRAINER(S)	DATE(S)	NOTES
Orientation and Introduction	Overview of company's mission, values, and culture. Introduction to team members and key stakeholders. Review of company policies and procedures. Tour of the workplace.			
Job-specific Training	Introduction to job role and responsibilities. Overview of department goals and objectives. Training on tools, software, and equipment necessary for the job. Shadowing experienced team members.			
Product/Service Training	Explanation of company's products/services. Demonstration of product/service usage or delivery. Training on handling customer inquiries or issues.			



New Hire Training Manual

Xiang Xie



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