

## NEW HIRE TRAINING TEMPLATE

Example of an onboarding plan for new employees.  
Use an employee onboarding software. You will find timelines, modules  
and much more resources to be prepared.

DEPARTMENT	TRAINING TOPIC	TRAINER	TIME ALLOCATION (Days)
Market Research	<ul style="list-style-type: none"><li>-Financial analysis training</li><li>-Market trend analysis</li></ul>	Senior Research Analyst	8-10
IT Department	<ul style="list-style-type: none"><li>-Analysis and interpretation of data</li><li>-Understanding data policy agreement</li></ul>	Senior Administrator	12-15
Public Relations	<ul style="list-style-type: none"><li>-Effective communication in the working</li><li>-Role of customer care services in business development</li></ul>	Public relation officer	3

# Sample Onboarding Training Template

**Michael Tracy**



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