# 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		
<ul> <li>Crystal Report Series (Training Passport)</li> </ul>		7
Report Writer Basic Training		16
Total Hours		23
Grand Totals		123.5

# **Sample New Employee Training Program**

**BM King** 

#### **Sample New Employee Training Program:**

Managing Employee Attitudes and Behaviors in the Tourism and Hospitality Industry Salih Kusluvan, 2003 The tourism industry of which the hospitality industry is the core element is one of the largest and the fastest growing industries world wide According to World Tourism Organisation forecasts the industry will continue to grow and employ more people in the twenty first century In parallel with the growth of the tourism and hospitality industry world wide consumer expectations and demands for quality are rising while consumer tastes are varying on the one hand and competition among the firms both nationally and internationally is intensifying on the other In this business environment of heightened consumer expectations distinct market segments that demand unique products and services and stiff competition tourism and hospitality organisations are looking for ways to excel in service quality customer satisfaction competition and performance This book takes the view that employees are one of the most if not the most important resources or assets for tourism and hospitality organisations in their endeavour to provide excellent service meet and exceed consumer expectations achieve competitive advantage and exceptional organisational performance The purpose of this book is to emphasise the critical role of employees for tourism and hospitality organisations and to examine the ways and means of managing their attitudes and behaviours for the mutual benefit of both parties tourism and hospitality organisations and their employees For Dummies Tara Powers, 2018-07-04 Set your virtual team on a path to success In the global marketplace people can work practically anywhere and anytime Virtual teams cut across the boundaries of time space culture and sometimes even organizations Rising costs global locations and advances in technology are top reasons why virtual teams have increased by 800 percent over the past 5 years Packed with solid advice interviews and case studies from well known companies who are already using virtual teams in their business model and their lessons learned Virtual Teams For Dummies provides rock solid quidance on the essentials for building leading and sustaining a highly productive virtual workforce It helps executives understand key support strategies that lead virtual teams to success and provides practical information and tools to help leaders and their teams bridge the communication gaps created by geographical separation and achieve peak performance Includes research findings based on a year long study on the effectiveness of virtual teams Mindset and skill shift for managers from old school traditional team management to virtual team management Covers the communication and relationship strategies for virtual teams Examines how the frequency of in person meetings affects a remote team s success Written by an award winning leadership expert this book is your one stop resource on creating and sustaining a successful Personnel Management in Local Model Cities Programs United States. Department of Housing and virtual team Urban Development,1971 Foodservice Manual for Health Care Institutions Ruby Parker Puckett, 2012-11-13 The thoroughly revised and updated fourth edition of Foodservice Manual for Health Care Institutions offers a review of the management and operation of health care foodservice departments This edition of the book which has become the standard

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