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|   |   |   |   |   |
|   | **JORDAN LOYD** |   |
|   | (New Hire) Operations Manager |   |
|   |  Procurement Department |   |
|   |   | **Training Start:** | **05/03/2024** |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   | **First 10 Days to Complete** |  | Due date |   |
|   |  | **15/03/2024** |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   | **Training Topic** | **Activity Contact** | **Status** |   |
|   | Introduction: Company Mission, Vision, and Values | B. Morris | Completed |   |
|   | Introduction: Company’s Products and Services | B. Morris | Completed |   |
|   | Company Policies and Procedures | J. Howard | Completed |   |
|   | Organizational Structure and Key Departments | K. Jackson | In Progress |   |
|   | Company Benefits and Resources | K. Jackson | In Progress |   |
|   | Company Culture | K. Jackson | Pending |   |
|   | Systems and Tools | E. Kruger | Pending |   |
|   | IT and Security | V. Cooper | Completed |   |
|   | Workplace Safety | D. Davis | In Progress |   |
|   | Lorem ipsum #1 | J. James | Pending |   |
|   | Lorem ipsum #2 | J. James | Pending |   |
|   |  |  |   |   |
|   |   |   |   |   |
|   | **First 30 Days to Complete** |  | Due date |   |
|   |  | **04/04/2024** |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   | **Training Topic** | **Activity Contact** | **Status** |   |
|   | Fundamentals of operations management | H. Brooks | Pending |   |
|   | Analytics in operations | P. Smith | Pending |   |
|   | Project planning and management | L. Niels | Pending |   |
|   | Inventory management | P. Smith | Pending |   |
|   | Supply chain design and management | L. Wilson | Pending |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   | **First 60 Days to Complete** |  | Due date |   |
|   |  | **04/05/2024** |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   | **Training Topic** | **Activity Contact** | **Status** |   |
|   | Quality management | T. Hanks | Pending |   |
|   | Advanced concepts | R. Green | Pending |   |
|   | Lorem Ipsum | O. White | Pending |   |
|   |   |   |   |   |
|   | **Supervisor:** |   |   |   |
|   | Austin Strawberry |   |   |   |
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**NEW HIRE** TRAINING PLAN