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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