WELCOME
TO THE TEAM

NEW HIRE TRAINING PLAN

JORDAN LOYD
(New Hire) Operations Manager
Procurement Department
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