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|   |   |   |   |   |   |   |   |   |
|   | **APRIL 17 - MAY 10** | **2024** |   |
|   |   |   |   |   |   |   |   |   |
|   | **ONBOARDING** |   |   |
|   | **TRAINING SCHEDULE** |   |
|   |  |  |  |  |  |  |  |   |
|   | **Company Name Here** |  |   |
|   | Person responsible: **Dwight Snow** |  |   |
|   | New Employee: **Sarah Johnson** |  |   |
|   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |
|   | **TRAINING DAY #1** | **17 APR** |  | **TRAINING DAY #2** | **18 APR** |  |
|   |   |   |   |   |   |   |   |   |
|   | **10:00** | **ONBOARDING BINGO** |  | **9:00** | **TEAM ONBOARDING WELCOME CARD** |  |
|   |   | Use onboarding-themed bingo cards to play  |   |   | Demonstrates team unity and collaboration |   |
|   |   |   |   |   |   |   |   |   |
|   | **12:00** | **IN-HOUSE TOUR** |  | **9:30** | **OFFICE ONBOARDING BROCHURE** |  |
|   |   | Going around the offices and meeting the occupants |   |   | Introducing company rules and team organization |   |
|   |   |   |   |   |   |   |   |   |
|   | **14:00** | **STAFF INTORDUCTION** |  | **12:00** | **FORMAL MEETINGS WITH SUPERIORS** |  |
|   |   | The entire team or part of it gathering in one place |   |   | Meet your manager and establish meeting routine |   |
|   |   |   |   |   |   |   |   |   |
|   | **TRAINING DAY #3** | **19 APR** |  | **TRAINING DAY #4** | **25 APR** |  |
|   |   |   |   |   |   |   |   |   |
|   | **8:00** | **WORKPLACE SETUP** |  | **9:00** | **TRELLO** |  |
|   |   | Get to use the company's software systems |   |   | How to interact with your colleagues on Trello |   |
|   |   |   |   |   |   |   |   |   |
|   | **13:00** | **ONBOARDING SHADOWING** |  | **11:00** | **ADMINISTRATION TIPS & TRICKS** |  |
|   |   | Observing the mentor performing their responsibilities |   |   | How to finish administrative tasks faster |   |
|   |   |   |   |   |   |   |   |   |
|   | **15:00** | **TREE PLANTING** |  | **14:00** | **30-60-90 DAYS PLAN** |  |
|   |   | Plant a tree on office premises |   |   | How to create and organize your plans |   |
|   |   |   |   |   |   |   |   |   |
|   | **TRAINING DAY #5** | **06 MAY** |  | **TRAINING DAY #6** | **10 MAY** |  |
|   |   |   |   |   |   |   |   |   |
|   | **10:00** | **CONTINUOUS FEEDBACK** |  | **9:00** | **SHARED DATA** |  |
|   |   | How and when to send feedback to managers |   |   | Review shared folder access |   |
|   |   |   |   |   |   |   |   |   |
|   | **12:00** | **GOAL-PLANNING SESSION** |  | **10:00** | **PERFORMANCE EVALUATION** |  |
|   |   | List goals and realistic time frame |   |   | Complete probationary period performance evaluation |   |
|   |   |   |   |   |   |   |   |   |
|   | **14:30** | **LIVE Q&A SESSION** |  | **15:00** | **GRADUATION** |  |
|   |   | Employees have a forum to ask questions |   |   | End of onboarding party |   |
|   |   |   |   |   |   |   |   |   |
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