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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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