

Module 09 Training and Development, Unit 01 Steps to Take in Training an Employee, Orientation Schedule

Schedule

Below you find the planned schedule for New Employee Orientation. Following the topic are the beginning and ending times and the topic's duration.

Topic	Start Time	End Time	Duration
Introduction	7:30 AM	8:05 AM	35 min
Welcome Video	8:05 AM	8:20 AM	15 min
Form Completion/Oath	8:20 AM	8:55 AM	35 min
Management Welcome & Mission/Philosophy	8:55 AM	9:10 AM	15 min
Payroll	9:10 AM	9:25 AM	15 min
BREAK	9:25 AM	9:40 AM	15 min
Personnel Health (TB Test)	9:40 AM	10:10 AM	30 min
Patient Privacy Training/HIPPA	10:10 AM	10:20 AM	10 min
Union	10:20 AM	10:50 AM	30 min
Police Briefing	10:50 AM	11:05 AM	15 min
ID Badges	11:05 AM	11:45 AM	40 min
LUNCH	11:45 AM	12:15 PM	30 min
Employee Responsibility and Conduct	12:15 PM	12:45 PM	30 min
Information Security	12:45 PM	1:00 PM	15 min
Benefits (*See remarks below)	1:00 PM	2:30 PM	1.5 hr
BREAK (P&R Form Completion)	2:30 PM	2:45 PM	15 min
Computer Orientation	2:45 PM	4:00 PM	1 hr 15 min
Student Programs/Career Development	2:45 PM	4:00 PM	1 hr 15 min

*All Employees **NOT** receiving Benefits will attend Computer Orientation from 1:00 PM TO 2:30 PM then from 2:45 PM to 4:00 PM. Information sessions on Student Programs and Career Development are by an HR Staff member.

Beverage will be served in the morning and a box lunch will be served at lunchtime.

New Employee Orientation Schedule

Source: Sample orientation schedule courtesy of Louis Stokes Cleveland VA Medical Centre, <http://www.cleveland.va.gov/docs/NEOSchedule.pdf> (accessed September 2, 2011).

**Module 09 Training and Development, Unit 04 Designing a Training Program,
Types of Training and Delivery**

Delivery Method	Type of Training Suggested
On-the-job coaching	Technical training
	Skills training
	Managerial training
	Safety training
Mentor	Technical training
	Skills training
	Managerial training
	Safety training
Brown bag lunch	Quality training
	Soft skills training
	Professional training
	Safety training
Web-based	Technical training
	Quality training
	Skills training
Job shadowing	Soft skills training
	Professional training
	Team training
	Managerial training
	Safety training
	Technical training

Delivery Method	Type of Training Suggested
Job shadowing	Quality training
	Skills training
	Safety training
	Technical training
Job swapping	Quality training
	Skills training
	Professional training
	Team training
	Managerial training
	Safety training
	Technical training
Vestibule training	Quality training
	Skills training
	Soft skills training
	Team training
	Managerial training
	Safety training
	Professional training

Training Framework	Plan
Needs Assessment	Formalized new Employee Orientation
Delivery Mode	Vestibule
Budget	Lunch: \$15 Notebook: \$20
Delivery Style	Discussion, PowerPoints, Icebreaker
Audience	New hires from all departments
Learning Objectives	Explain company history and structure Understand company policies Meet department heads
Timeline	4 Hours for training, new employees orientation offered on the 5 th and 15 th of every month
Communication	E-mail to hiring managers and new employees
Measurement Method	Interactive team quiz

Training Framework	Plan
Needs Assessment	Sexual harassment training
Delivery Mode	Web based
Budget	User fee \$10
Delivery Style	Online modules and assignments
Audience	Required for all employees
Learning Objectives	Understand what constitutes sexual harassment Know what to do if sexually harassed at work
Timeline	1.5 hours offered every Tuesday at 110 am and every Thursday at 3:30 pm during February
Communication	Company Listserv, announcement to department heads at weekly meetings
Measurement Method	Online end of course quiz

Training Framework	Plan
Needs Assessment	Product training
Delivery Mode	Vestibule
Budget	Materials only online \$0
Delivery Style	PowerPoint, Roleplaying
Audience	Sales people
Learning Objectives	Understand the features of product XX Explain the benefits of product XX
Timeline	Product release is October 1 st ; training will begin in September, 1 hour. Delivered during weekly sales meetings
Communication	E-mail list to sales people, work with sales manager
Measurement Method	Sales figures for product XX

Career Development Plan

Today's Date	February 15, 2012
Employee	Sammie Smith
Current job title	Clerk, Accounts Payable
Goals	<ul style="list-style-type: none"> • Develop management skills • Learn accounting standards • Promoted to Accounts Payable Manager
Training Needed	<ul style="list-style-type: none"> • Management training • Peachtree accounting software Advanced training • Earn AAAS online degree in accounting • Take tax certification course • Communications training
Estimated Costs	<ul style="list-style-type: none"> • AAAS degree, \$5, 678 • Peachtree Training, \$150 for one day seminar • Tax certification certificate, \$550 for intensive weekend conference
Completion Date	Spring of 2014
<p>Manager Notes:</p> <ul style="list-style-type: none"> • In-house training offered yearly: "Reading Body Language," and "Writing Development," and "Running an Effective Meeting" • External Training needed: Peachtree software, AAAS Degree, Tax certification Training Course • Assign Sammie to Dorothy Redgur, the CFO for mentorship • Next steps: Sammie should develop a timeline for when she plans to complete the seminars. <p>The budget allows us to pay up to \$1,000 per year for external training for all employees. Talk with Sammie about how to receive reimbursement.</p>	

Sample Career Development Plan Developed by an Employee and Commented on by Her Manager.