



SAMPLE ORIENTATION TRAINING PLAN

Orientation Training Plan

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Executive Administrative Assistant, Live Positive

Monday 2/24

- ✓ Meet with supervisor
 - Get tour of organization/ meet staff
 - Discuss orientation training plan
 - Review job description
 - Review human resource policies and procedures (written manual or verbally)
- ✓ Equipment training by supervisor or other staff
 - Phone and voicemail systems and protocol
 - Mail systems
 - Xerox machine
- ✓ Begin answering phone, relaying messages, copying jobs

Tuesday 2/25

- ✓ Meet with supervisor to review first day on job
- ✓ Equipment training by supervisor or other staff (continued)
 - Computer and paper filing systems
 - Database systems, Email, and online calendar scheduling
- ✓ Start 1-to-1 meetings with key staff to get oriented to your position and work in the organization
- ✓ Start reading organizational materials, related web material etc.
- ✓ Begin re-organizing paper files

Wednesday 2/26

- ✓ Meet with supervisor
 - Review supervision and management style
 - Review how performance will be measured when review time comes and on ongoing basis
- ✓ Equipment training by supervisor or other staff (continued)
 - Supply closet and ordering systems
 - Equipment vendors and protocols
- ✓ Continue 1-to-1 meetings with staff



Thursday 2/27

- ✓ Meet briefly with supervisor for check-in
- ✓ Order needed supplies
- ✓ Update mailing database

Friday 2/28

- ✓ Meet with supervisor
 - Outline supervision schedule for 1st month and beyond
 - Discuss professional development and training needs
- ✓ Continue ongoing work

Monday 3/3

- ✓ Meet with supervisor
 - Review what went well and what could have been better for 1st week
- ✓ Continue 1-on-1 meetings with staff as needed (all week)
- ✓ Continue reading relevant materials (all week)
- ✓ Continue ongoing work projects (all week)

Tuesday 3/4

- ✓ All day database training

Wednesday 3/5

- ✓ Staff meeting
- ✓ Begin on-line research and gathering data for grant application

Thursday 3/6

- ✓ Quick check in with supervisor
 - Review progress on training, reading, projects etc.

Friday 3/7

- ✓ Meet with supervisor
 - Plan out the next 2-4 weeks of work