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| **INSERT YOUR LOGO HERE** |

 **NEW EMPLOYEE CORE TRAINING**

*(Adapt the following template to suit your organisation's internal requirements, specifying required training an activities)*

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| **Employee** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Position**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Supervisor**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Department** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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**Pre-Hire: PREPARATION**

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**0 - 6 Months: ORIENTATION**

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| **Title & Code** | **Length** | **DateTargeted** | **DateComplete** |
| **Company  (17 hours)** |
| New Employee Orientation  | 6 Hrs | Day 1 | Day 1 |
| Working at ABC Co. Limited or site equivalent | 8 Hrs | 1-3 Mo. |   |
| Information Security Awareness | 3 Hrs | 1-3 Mo. |   |
| **Materials Accelerated Start Training (Core Curriculum - 10 hours)** |
| Materials Overview  | 2 Hrs | 1-6 Mo. |   |
| Code of Conduct | 4 Hrs | 1-6 Mo. |   |
| Continuous Improvement Overview | 4 Hrs | 1-6 Mo. |   |
| **Materials (3 hours)** |
| Office Safety or equivalent | 1 Hr | 1-6 Mo |   |
| **Department Requirements**  |   |   |   |
| Performance to ABC Co. Limited  Values  | 4 Hrs | 1-12 Mo |   |
| **(Complete at least 2 of the following)** |   |   |   |
| Effective Meetings  | 4 Hrs | 1-12 Mo |   |
| Constructive Confrontation  | 4 Hrs | 1-12 Mo |   |
| Structured Problem Solving  | 8 Hrs | 1-12 Mo |   |
| Critical Job Specific Training  (as agreed to with Manager) |   |   |   |
| Probationary Review (6 / 12 / 24 week intervals) |   |   |   |
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| Personal Development  (as agreed to with Manager) |   |   |   |
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**6 - 12 Months: INTEGRATION**

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| **Title & Code** | **Length** | **DateTargeted** | **DateComplete** |
| **ABC Co. Limited  (no additional requirements)** |
| **Materials**  |
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| **Department Requirements** |   |   |   |
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| **Important Job Specific Training** (as agreed to with manager) |
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| Personal Development  (as agreed to with manager) |   |   |   |
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**12 - 36 Months: Development and Continuous Improvement**

At this stage your training plan is driven by the individual development planning process to include additional training required by your organization and other personal development items chosen by you and your manager.

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| **Title & Code** | **Length** | **DateTargeted** | **DateComplete** |
| **ABC Co. Limited**  |
| Information Security Refresh |   | Annually |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **Materials**  |
| Code of Conduct Refresh |   | Annually |   |
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| **Job Growth Training** (as agreed to with manager) |
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| Personal Development  (as agreed to with Manager) |   |   |   |
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**Notes on the use of this document:**

This document includes the minimum required training for Materials employees during their first twelve months on the job, as well as areas for longer term development planning.  Some job families in Materials (e.g., engineering, buying/planning, people/project management, commodity management) have a larger amount of standardized training for new employees.

Remember, you own your own employability.  Successfully completing this required training does not guarantee or imply that you will necessarily be fully equipped to succeed in your job.

You may be required to take additional training for your geography, customer, business group, or product mix.  In addition, you may need to master specs, department or area processes, desktop procedures, or other non-classroom sources of data.  Work with your manager to ensure that you mutually agree on an individual development plan that meets your and ABC Co. Limited ’s needs.