# Before Training Day 1

[ ]  Confirm onboarding completed

[ ]  Schedule completed

[ ]  Schedule written

[ ]  Trainers assigned

[ ]  Shared with new hire

[ ]  Training materials printed

[ ]  Introduced to “buddy”

#

# Daily: Manager on Duty

[ ]  Check in with trainee at start of shift

[ ]  Pairs with designated trainer

[ ]  Check at the end of the shift with trainer

[ ]  Check in at end of the shift with trainee and shares feedback from shift

[ ]  Confirms all quizzes and assigned tasks completed

# Weekly: GM, EC, or Training Manager

[ ]  Check in with trainers on overall feedback for week

[ ]  Check in with buddy for updates

[ ]  Check in with managers on overall feedback for week

[ ]  Touchbase with trainee on progress and share feedback

[ ]  Record these conversations wherever possible: email, notes, forms, manager log, etc.

# Monthly

[ ]  Department managers check in with their departments & other managers on new hires since start

[ ]  Check in with trainers on feedback on overall training process and recent new hires

[ ]  Discuss new hires at the manager meeting

# After Formal Training Ends

[ ]  30 Day Check in

[ ]  Post Training progress

[ ]  Ongoing learning

[ ]  Still asking questions and engaged

[ ]  Knows all requirements for role

[ ]  Works well with the team

[ ]  60 Day Check in

[ ]  Feeling like part of the team

[ ]  100% able to complete role

[ ]  Asking new and different questions

[ ]  Team and managers feel they will be successful