# 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