**TEMPLATE – ON THE JOB TRAINING PLAN**

**Generic**

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| --- | --- |
| **Employee Name:** |  |
| **Start Date:** |  |
| **Day 1 Induction**  | **Training Completed**  |
| 1. Welcome from Line Manager
2. Team introductions
3. Meet buddy!
4. Show around, where things are…facilities, bathrooms, break area etc.
5. About the business – history, products, services…
6. How the role fits in the business structure/ hierarchy
7. Performance expectations – probationary period
8. Customer services standards
9. Uniform standards
10. Health and safety (incl. any role specific statutory training required)
11. Use of mobile phones
12. Explain opportunities for development.
13. Update on, hours, breaks, holidays, when they will get paid.
14. Share contract of employment/written statement of particulars
15. Provide pension information.
16. Other information, relevant policies, procedures i.e., discipline, grievance, absence, customer complaints, bullying and harassment.
 | *Employee*  | *Employer*  |
| Signature:Date:  | Signature:Date:  |
| **Notes** *Comments, further training required, areas for improvement...* |
| **Job Specific – On the Job Training**  | *Employee*  | *Employer*  |
| [*detail job specific training/ duties that will be covered*] | Signature:Date:  | Signature:Date:  |
|  |
| **Shadow Buddy** | *Employee*  | *Employer*  |
| 1. Outline duration of job shadowing
2. Identify key aspect of the role that will be learnt through job shadowing and detail below…

[*detail duties that will be covered*] | Signature:Date:  | Signature:Date:  |
|  |
| **Job Rotation**  | *Employee*  | *Employer*  |
| 1. Outline duration of job rotation
2. Identify key aspect of the role that will be learnt through job rotation and detail below…

[*detail duties that will be covered*] | Signature:Date:  | Signature:Date:  |
|  |
| **Further Opportunities for Development – Demonstration / Delegation**  | *Employee*  | *Employer*  |
| 1. Identify opportunities to learn and develop further within their role or within the wider business through demonstration and/or delegation - detail below…

[*detail duties that will be covered*] | Signature:Date:  | Signature:Date:  |
|  |
| **Refresher Training**  | *Employee*  | *Employer*  |
| 1. Identify training that needs refreshed again, every month, quarter, annually or every so many years, e.g., statutory training such as health and safety.

[*detail duties that will be covered*] | Signature:Date:  | Signature:Date:  |
| **Goals** | **Next Steps**  |
| Set **S.M.A.R.T** goals – **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound.*For example – Specific and measurable: I want to double sales in 6 months.* *Attainable: I've been a manager, responsible for sales for 3 years. I comfortably reach my sales target, and I'm ready to learn more. Relevant: I want to grow the business as well as my confidence. Time-bound: 6 months*  | *Agree when each step will be achieved by and by who.* *Reminder - schedule time in now to meet again and review this plan ☺* |