

Training Outline for Incoming Staff

Date: [Insert Date]

To: [Insert Employee Name]

From: [Insert Your Name]

Subject: Training Outline for Your Upcoming Orientation

Welcome!

Dear [Employee Name],

We are excited to welcome you to our team! Below is the outline for your training sessions that will help you get started in your new role.

Training Schedule

- **Day 1: Introduction to the Company**
 - Company History
 - Mission and Values
 - Overview of Teams
- **Day 2: Job-Specific Training**
 - Overview of Responsibilities
 - Tools and Resources
 - Expectations and Goals
- **Day 3: Policies and Procedures**
 - Code of Conduct
 - Health and Safety Protocols
 - HR Policies
- **Day 4: Team Integration**
 - Meet with Team Members
 - Shadowing and Collaboration
 - Q&A Session
- **Day 5: Review and Feedback**
 - Training Review
 - Feedback Session
 - Next Steps and Resources

Additional Information

Please ensure to bring the following items on your first day:

- Identification

- Completed forms (if any)
- Notebook and pen

If you have any questions or need further assistance before your start date, feel free to reach out.

Looking forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]