New Hire Training Plan Template

6 Steps to Implementing Your New Hire Training Plan Template

1. Training needs will look different employee to employee, take time to consider the specific role it's responsibilities, then create a list of the training your new hire will require.

2. Break down each training session to a function such as orientation, technical training, and compliance. This will help you cover all of your bases and organize your facilitators.

3. Develop a timeline for the required training. Be realistic, and space out the training in a manner that is achievable for your new hire. Determine due dates for each training based on these timelines for simplified tracking.

4. Determine who at your company will be responsible for managing or facilitating each training session.

5. Input this information into your New Hire Training Plan Template. Organize tasks in a way that works best for your productivity, this can be by module, timeline, or facilitator.

6. Track your employee's progress and update the status regularly to easily track and complete new hire training.

New Hire Training Plan Template

New Hire Training Plan					
Employee Name: **Position:** **Department:** **Manager's Name:**					
Function	**Task**	**Facilitator**	**Timeline**	**Due date**	**Status**
Orientation	Read and sign company handbook	HR	Week 1	1 Feb 2023	Completed
Compliiance	DE&I Training	HR	Week 1		Uncoming
Knowledge Training	Introduction to Sales	Sales Team	Week 2		Delayed
Management Training	Upwards Feedback	Manager	Month 1		
Knowledge Training	Marketing Basics	Marketing Team	Month 1		
Tech Training	Intro to Software	Tech Team	Month 1		

New Hire Training Plan Template Cont'd

Function	Task	Facilitator	Timeline	Due date	Status
Tech Training	Project Management Software	Manager	Ongoing		
Knowledge Training	Product Training	Product Team	Ongoing		

To access your customizable performance review email template, download here and make a copy.

About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Until now, there is no employee management software that is built to holistically support the end-to-end employee lifecycle. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

We believe that the world of work has changed – so we're building the tools for it.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, schedule a product tour, or visit us at https://omnihr.co/.

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