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New Employee Training Checklist

Free New Employee Training Checklist with AI customization. Industry-specific guidance for new employee training checklist. Build your checklist now.

Training Needs Assessment

- ☐ Review job description requirements
- ☐ Identify skill gaps
- ☐ Assess prior experience
- ☐ Determine training priorities
- ☐ Set learning objectives
- ☐ Create training timeline
- ☐ Allocate training resources
- ☐ Assign training responsibilities
- ☐ Select training methods
- ☐ Establish success metrics
- ☐ Document training plan
- ☐ Get manager approval

Core Competency Training

- ☐ Communication skills
- ☐ Time management
- ☐ Problem-solving techniques
- ☐ Customer service basics
- ☐ Teamwork and collaboration
- ☐ Professional development
- ☐ Leadership basics
- ☐ Project management fundamentals
- ☐ Presentation skills
- ☐ Business writing
- ☐ Critical thinking
- ☐ Conflict resolution

Job-Specific Training

- ☐ Technical skills required
- ☐ Software applications
- ☐ Equipment operation
- ☐ Process workflows
- ☐ Quality standards
- ☐ Safety procedures
- ☐ Regulatory requirements
- ☐ Industry knowledge

- ☐ Product knowledge
- ☐ Service procedures
- ☐ Documentation requirements
- ☐ Performance standards

Systems Training

- ☐ Computer basics
- ☐ Operating system navigation
- ☐ Company software suite
- ☐ Database management
- ☐ CRM system usage
- ☐ ERP system training
- ☐ Reporting tools
- ☐ Communication platforms
- ☐ Project management tools
- ☐ Document management
- ☐ Time tracking systems
- ☐ Specialized applications

Compliance Training

- ☐ Sexual harassment prevention
- ☐ Diversity and inclusion
- ☐ Data privacy/GDPR
- ☐ Information security
- ☐ Anti-bribery/corruption
- ☐ Workplace safety
- ☐ Environmental compliance
- ☐ Industry regulations
- ☐ Code of conduct
- ☐ Ethical guidelines
- ☐ Legal requirements
- ☐ Policy compliance

Customer Service Training

- ☐ Customer interaction standards
- ☐ Communication techniques
- ☐ Complaint handling
- ☐ Service recovery
- ☐ Product knowledge
- ☐ Sales techniques
- ☐ Phone etiquette
- ☐ Email best practices
- ☐ Chat support skills
- ☐ Escalation procedures
- ☐ Customer satisfaction

- ☐ Relationship building

On-the-Job Training

- ☐ Job shadowing assignments
- ☐ Hands-on practice sessions
- ☐ Real project participation
- ☐ Mentorship program
- ☐ Buddy system pairing
- ☐ Gradual responsibility increase
- ☐ Supervised task completion
- ☐ Feedback sessions
- ☐ Skill demonstrations
- ☐ Progress evaluations
- ☐ Error correction
- ☐ Independent practice

Training Evaluation

- ☐ Knowledge assessments
- ☐ Skill demonstrations
- ☐ Practical exercises
- ☐ Written tests
- ☐ Oral presentations
- ☐ Project completion
- ☐ Peer evaluations
- ☐ Manager observations
- ☐ Self-assessments
- ☐ Feedback collection
- ☐ Performance metrics
- ☐ Certification completion

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