Office Admin: 2nd Month Objectives

Mentor's Name: _____Employees Name: _____

Hire Date: _____Title: _____

Training Requirement	Initials or (N/A)
Ability to Answer Phone Calls	
Train employee on MGE locations and contact info	
Train employee on employee directory/numbers	
Train employee on screening phone calls and how to handle/differ those calls.	
Train employee on how to schedule training rooms in calendar	
Train employee on how to schedule birthdays in calendar	
Ability to Handle Mail	
Have employee sort/scan, email and hand-deliver mail to correct personnel while being shadowed by trainer.	
Train employee on how to handle certified mail.	
Ability to Maintain a Clean and Safe Environment for Office Spaces	
Train employee on how to determine which 3rd party pest control vendor to call depending on which need. (Bees or ants)	
Train employee on how to locate 3rd party pest control vendor numbers and how to handle scheduling.	
Train employee on common office hazards (extension cords, open drawers, trip hazards) and provide opportunity on communicating the hazard.	
Provide 3 hazard scenario examples and have employee demonstrate ability to locate and communicate.	
Scenario 1: Scenario 2: Scenario3:	
Train employee on different requirements for communicating adverse situations to employees. (Water off, bathroom not working, no hot water, ac/heat not working)	
Ability to Identify Situational Awareness	
Provide employee with resources and time to complete situational awareness (office) training	
Train employee on how to located all resources of conference room materials/furniture *If not completed in the last 30 days	
Provide 2 examples of training room set ups.	
Set up 1: Set up 2:	

Ability to Order Office Supplies	
Provide opportunity for employee to shadow trainer on office supply orders	
Train employee on how to take inventory and determine which supplies need ordering	
Train employee on how to set up new hire workstations *if not completed in the last 30 days.	
Train employee on process for special order requests	
Provide opportunity for employee to shadow trainer on cleaning supply orders	
Ability to Handle Driver Complaints	
Have employee handle 2 driver complaints and complete process.	
Complaint 1: Complaint 2:	
Ability to Assist Other Departments with Admin Tasks	
Provide opportunity for employee to shadow trainer on scanning in credit cards and locking cards in cabinet.	
Train employee on time frame and process of delivering checks to yard.	
Train employee on where to locate DVIRs and where to deliver them	
Train employee on where to locate stickers and where to deliver them	
Train employee on who/where to deliver Titles, registrations and recall notices	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	