

Office Admin – 3rd 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 how to schedule, check out and check in rover vehicles	
Ability to Handle Mail	
Have employee sort/scan, email and hand-deliver mail to correct personnel while being shadowed by trainer.	
Train employee on process for handling FedEx packages	
Train employee on process for handling UPS packages.	
Ability to Maintain a Clean and Safe Environment for Office Spaces	
Train employee on where mats are stored and placement of mats on rainy days (if rain occurs during training period)	
Ability to navigate ergonomic requirements and purchase items needed for safe work place.	
Train employee on different requirements for communicating adverse situations to employees. (Water off, bathroom not working, no hot water, ac/heat not working)	
Provide employee with 3 situational awareness situations and have them respond accordingly.	
Situation 1:	
Situation 2:	
Situation 3:	
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	
Have employee order office supply with trainer shadowing	
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 *if not completed in the last 30 days.	
Have employee order cleaning supply with trainer shadowing.	
Ability to Handle Apparel	
Train employee on apparel request process and form requirements	
Train employee on PPE (uniform clothing) location and requirements	

Ability to Assist Other Departments with Admin Tasks	
Have employee process a credit card (AP scan and lock cards in cabinet) while trainer shadows.	
Train employee on getting forms Credit Card Policy signed and distributed.	
Train employee on coordinating with Card holders	
Train employee on getting contracts signed for AP	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	