

## Training Department (Admin) 1<sup>st</sup> Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Obtained CPR Certification</b>	
Schedule class and time for employee to complete CPR certification class.	
<b>Obtained Smith Systems Class Completion</b>	
Schedule class and time for employee to complete Smith Systems Class	
<b>HCSS: Ability to enter employee's time</b>	
Train employee how to enter in time, subsistence into the correct business unit in HCSS.	
<b>ISN</b>	
Train employee on how to add and update training records in ISN.	
Example 1: Onboarding Entry:	
Example 2: Rehire/Annual Compliance:	
Example 3: TQ Trainings:	
Onboarding Entry:	
Rehire/Annual Compliance:	
Train employee how to add a new hire	
Train employee how to find a rehire	
Train employee to print ID cards	
<b>MGE Academy</b>	
Train employee how to remove and add employees	
Train employee how to add a new hire	
Train employee how to find a rehire	
Train employee how to assign trainings to employees	
Example 1: Onboarding JLM Union Safety Non-Union Rehires	

<p>Example 2: Go to a course and review “rules” to demonstrate how to assign to a specific department</p>	
<p>Example 3: Re-enrollment and Un-enrollment</p>	
Train employee how to submit a support ticket through absorb	
Train employee how to access absorb learning	
Train employee on process for course request	
<b>Ability to locate resources in the MGE Portal</b>	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Train employee how to locate PG&E red book	
Train employee on how to locate the NECA standard	
Train employee on how to submit time off/sick time	
<b>Ability to navigate and locate resources in Teams</b>	
Train employee on how to create and join calendar events in Teams	
Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
<b>Ability to navigate Outlook</b>	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
<b>Ability to submit a receipt</b>	
Train employee on the process of submitting receipts to AP.	
<b>Ability to complete Weekly Safety Meetings</b>	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
<b>Ability to Update Employee information (I.E. Address, phone number etc.)</b>	
Train employee on how to update employee information	
<b>Ability to request resources (Keyboards, monitors, etc.)</b>	
Train employee on how to request asset resources.	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	

4.	
5.	