

Training Department (Compliance) 2nd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Obtained CPR Certification	
Schedule class and time for employee to complete CPR certification class. (If not completed in the previous 30 days)	
Smith Systems	
Schedule class and time for employee to complete Smith Systems class. (If not completed in the previous 30 days)	
MGE Academy	
Train employee how to pull a report	
Example 1: Department based	
Example 2: Course specific	
Example 3: Automatic weekly reports	
Train employee how to Pin a report	
Train employee how to update certificate dates	
Train employee how to "Approve" certificate uploads	
Train employee how to submit a Support Ticket with Absorb	
Train employee how to access Absorb Learning	
Train employee on protocol when receiving a course request	
Employee Changes	
Train employee on termination emails	
Train employee on promotion emails	
Additional Training Provided:	
1.	
2.	
3.	
4.	