

Training Department (Compliance) 3rd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

| Training Requirement | Initials or (N/A) |
|--|-------------------|
| Manpower Requests | |
| Train employee how to complete a manpower request form | |
| Train employee on how and when to submit form | |
| Train employee on a pre-job form | |
| MGE Academy | |
| Obtain employee's credentials for VaultWarden | |
| Train employee on how to assign credit for courses | |
| Train employee how to view current enrollments | |
| Additional Training Provided: | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |