

Training Department (EDS) 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
CPR Certification	
Schedule class and time for employee to complete CPR certification class.	
SMITH Driving	
Schedule a class for employee to obtain SMITH Driving Systems Certification	
4216	
Schedule time for USA/4216 training and provide 811 handbook	
MGE Academy	
Train employee on how to locate and complete weekly safety meetings and the requirements to complete them	
Train employee on how to assign trainings	
Train employee on how to access training records	
New Hire Orientation	
Schedule a time for employee to join and observe a New Hire Orientation class	
Train employee on New Hire Orientation set up (Signs, Classroom, ect.)	
Ability to locate resources in the MGE Portal	
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/Green book	
Train employee on how to locate the NECA standard	
Train employee on how to locate policies	
Train employee on how to access time off/submit for sick time	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
Ability to navigate and locate resources in Teams	
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	
Ability to navigate Outlook	
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	
Ability to submit a receipt	
Train employee on the process of submitting receipts to AP.	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request resources (Keyboards, monitors, etc.)	
Train employee on how to request asset resources.	

Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	