

Training Department (Field) 2nd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
MGE Academy	
Train employee how to pull training history	
Train employee how to pull reports	
Field Familiarization	
Schedule time to complete a job site field trip with a safety representative	
Train employee on equipment identification, use and purpose	
Train employee on tool identification, use and purpose	
Train employee on Class A driver requirements	
New Hire Orientation	
Schedule time for employee to complete a New Hire Orientation observation (if not completed in the previous 30 days)	
Schedule time for employee to join and co-teach a New Hire Orientation class	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	