# Training Checklist for New Employees

<table>
<thead>
<tr>
<th>Category:</th>
<th>Regulations: 1302.92 Training and Professional Development</th>
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<tbody>
<tr>
<td>Purpose:</td>
<td>The Training Checklist for New Employees will ensure that the Seedlings Program will:</td>
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<td>a) Provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.</td>
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<td>(b) Establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate.</td>
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## Activity & Steps

### Strategy:
The Training Checklist for New Employees is set-up to support staff who have been hired after Pre Service Training or when a staff member has changed into a new position.

### Process:
When a new employee is hired and they were not able to participate in Pre Service training or when an employee has changed positions:

1. The Center Manager/Assistant Manager/Program Manager will access the Training Checklist for New Employees from the ESD 105 website.

2. Once the packet has been downloaded and printed the Center Manager/Assistant Manager/Program Manager will place the packet together based on the position of the employee.
3. Every position has its order of training and is designed to have priority training first.

4. The Center Manager/Assistant Manager/Program Manager will contact the Content Specialist whose training is listed first to inform them they have an employee who needs training.

5. While the Center Manager/Assistant Manager/Program Manager is waiting for the Content Specialist to schedule in-person (zoom) training the employee can begin to participate in the TalentLMS training for that content area (if there are Talent LMS trainings listed).

6. The Content Specialist will train the employee and complete the attached forms in the New Employee Checklist for their content area.

7. Once the Content Specialist has completed their training, they will inform the Center Manager/Assistant Manager/Program Manager, and the Center Manager/Assistant Manager/Program Manager will then contact the next Content Specialist (following the order for the position) to train the new employee.

8. The employee again can begin to participate in the TalentLMS trainings first (if any are listed) until the Content Specialist meets with the employee.

9. This process will repeat until all of the required training from the Content Specialists is completed.
10. The employee will then take their completed packet to their Center Manager/Assistant Manager/Program Manager.

11. The Center Manager/Assistant Manager/Program Manager will provide a copy of the completed packet to the employee and also send a copy of the completed packet to ESD 105 Data Manager or Support Specialist.

12. The original packet can be placed in the employee's file.

**Training Evaluations:**

- **Training Evaluations** still need to be completed by the employee. Listed below is the process for evaluations.

  1. Trainings that are conducted through TalentLMS will complete evaluations through the TalentLMS system.

  2. Trainings that are provided in person (zoom) will be completed on paper and will need to be completed for each of the trainings.

  3. Paper evaluations will need to be included with completed New Employee Checklist packet and also scanned to the ESD 105 Data Manager or Support Specialist.

  4. Paper evaluations can be found on the ESD 105 website under trainings.