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| **Training Checklist for New Employees** |
| **Category:** | **Regulations: 1302.92 Training and Professional Development** |
| **Purpose:** | The Training Checklist for New Employees will ensure that the Seedlings Program will:a) Provide to all new staff, consultants, and volunteers an orientation that focuseson, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.(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 neededto provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. |
| **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:** | All Seedlings staff will need to receive their orientation and mandated trainings first through EPIC Human Resource and Center Managers. ESD 105 employees will have their training through the Human Resource Department at ESD 105 and designated content team members according to their 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 New Employee 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. Not every new employee will need every training, please print the forms and see which ones are needed for the employee based on their position.
3. Depending on the position of the employee, you will need to look at the first page of the New employee training checklist and see which content specialist needs to train first, every position has a different order of trainings.
4. The manager can start the employee first with the TalentLMS trainings for the content area that needs to be trained first (if there are any) and then let the content specialist know that this employee is ready for the in-person training in their area (if there are any in –person trainings, the new employee checklist form will let you know).
5. Trainings on TalentLMS that require a quiz and staff do not pass the quiz after the 3 attempts then the staff will need to meet with the Content Specialist for one on one support training and then go back to retake the quiz. This process will reoccur until the employee’s passes the quiz.
6. The Center Manager/Assistant Manager/Program Manager will then contact the Content Specialist whose training is listed first to inform them they have an employee who needs training and they have completed the TalentLMS training for their area (if there are any).
7. The Content Specialist will train the employee and the employee can write on their training packet the date the training was provided and the name of the content person who trained them for that specific content area.
8. 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.
9. Once the employee has completed all the trainings for their position they will take their completed checklist packet to their Center Manager/Assistant Manager/Program Manager.
10. 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.
11. The original packet can be placed in the employee's file.
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| **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 through zoom will have an evaluation completed through the zoom link. 3. If trainings are completed in person then the content specialist will have the employee sign a sign in sheet and complete a paper evaluation. These two documents can be turned into the ESD 105 data manager to attach to the New employee checklist once it is submitted by the employee’s manager.4. Trainings form the employee checklist must be completed within 30 days of when an employee is hired. |