

Blank Employee Onboarding Training Outline

1. Introduction

- *[Welcome message]*
- *[Overview of onboarding process]*

2. Company Overview

- *[Company mission & values]*
- *[History & culture]*
- *[Organizational structure]*

3. Policies & Procedures

- *[Attendance & timekeeping]*
- *[Code of conduct]*
- *[Security & safety procedures]*

4. Role-Specific Training

- *[Key responsibilities]*
- *[Tools & software introduction]*
- *[Performance expectations]*

5. Team Introduction & Collaboration

- *[Meet the team]*
- *[Communication protocols]*
- *[Collaboration tools]*

6. Resources & Support

- *[Employee resources]*
- *[Training materials]*
- *[Support contacts]*

7. Next Steps

- *[Checklist of onboarding tasks]*
- *[Follow-up meetings]*
- *[Feedback and questions]*

[Add notes or additional sections as needed]