

# 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]*

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*[Add notes or additional sections as needed]*