Manager Onboarding Training Checklist

General Information

Name	_____
Department	_____
Start Date	_____
Trainer	_____

Pre-Onboarding

- ☐ Send welcome email with onboarding schedule
- ☐ Set up workstation and system access
- ☐ Prepare onboarding documents and resources

Company Overview

- ☐ Review company vision, mission, and values
- ☐ Organizational structure introduction
- ☐ Overview of company policies and handbook

Role-Specific Training

- ☐ Review job description and performance expectations
- ☐ Introduction to direct reports and team structure
- ☐ Essential tools and systems for managers

HR and Compliance

- ☐ Sexual harassment and workplace safety policies
- ☐ Employment law basics and compliance training
- ☐ Time-off, absence, and leave policies

Managerial Skills

- ☐ Leadership styles and best practices
- ☐ Conducting effective meetings
- ☐ Performance management and feedback
- ☐ Conflict resolution

IT & Security

- ☐ Data protection and privacy protocols
- ☐ Cybersecurity basics
- ☐ Access to internal systems and tools

Review & Sign-Off

- ☐ Review checklist with HR representative
- ☐ Confirm completion of all training sessions
- ☐ Sign-off by Manager and Trainer

Manager Signature	_____
Date	_____
Trainer/HR Signature	_____
Date	_____