

# SOP: Orientation Schedule and Training Assignment

This SOP details the **orientation schedule and training assignment** process, outlining structured onboarding activities, timelines for new employee orientation, designated training modules, and assignment of mentors or trainers. It ensures a comprehensive introduction to company policies, culture, job responsibilities, and compliance requirements, facilitating effective employee integration and skill development for enhanced workplace performance.

## 1. Purpose

To provide clear steps for orienting and training new employees, ensuring structured onboarding, compliance, and successful integration into the organization.

## 2. Scope

This SOP applies to all new employees, HR personnel, mentors, department heads, and applicable internal trainers.

## 3. Responsibilities

- **HR Department:** Develops and coordinates the orientation schedule, training modules, and assigns mentors/trainer(s).
- **Mentors/Trainers:** Guide and support new employees through orientation and assigned training.
- **Department Managers:** Ensure department-specific training is delivered as per schedule.
- **New Employees:** Actively participate in all scheduled onboarding and training activities.

## 4. Orientation Schedule Overview

Day	Activity	Responsible Party
Day 1	Company Introduction, HR Paperwork, Facility Tour, IT Setup	HR Representative, IT Team
Day 2	Company Policies & Code of Conduct Presentation, Meet Team	HR, Department Manager
Day 3	Department Introduction, Job Responsibilities Overview, Assign Mentor	Department Manager, Mentor
Days 4&5	Core Training Modules (Systems, Compliance, Safety, Job-specific Tasks)	Trainer, Mentor
Week 2+	Ongoing On-the-job Training, Check-ins, Feedback Sessions	Mentor, Supervisor

## 5. Training Assignment

1. HR schedules orientation and training modules according to job requirements.
2. New hires are notified of their orientation schedule at least one week prior to start date.
3. Each new employee is assigned a mentor or trainer on Day 3.
4. Completion of each module is recorded and reported to HR.

## 6. Designated Training Modules

- Company Values, Mission, and Culture
- HR and Payroll Policies
- Workplace Safety and Emergency Procedures
- Code of Conduct and Compliance

- Role-specific Skills & Tools
- Industry Regulations (as applicable)

## 7. Documentation & Records

- Attendance logs for each session
- Training completion records (signed by trainee and mentor/trainer)
- Mentor assignment documentation
- Feedback and evaluation forms

## 8. Review & Continuous Improvement

1. Quarterly review of orientation & training effectiveness (HR & supervisors)
2. Adjust modules and schedule based on feedback and business needs.
3. Update SOP annually or as needed to reflect policy/process changes.

## 9. References

- Employee Handbook
- Training Module Documentation
- Company Compliance Manuals

## 10. Approval & Revision

**Version:** 1.0

**Effective Date:** [Insert Date]

**Approved by:** [Insert Approver Name/Title]

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