**First 5 Days Training Checklist­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 1**

Orientation paperwork, etc.

Watch Maintenance video

Watch Phone Doctor video

Read Training Manual in division

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Employee Signature   Manager Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 2**

View how to use M1 Software (overview) video in M1

View each webinar pertaining to division in M1

View each video pertaining to division in M1

View each quick start pertaining to division in M1

Read over training again

Train on availability dates (17,15,12, 8)

Train on LMS (leasing maintenance status)

Train on Key Board

Train on One Touch System

Spend remaining time shadowing the person training them in that division

Spend 20 minutes with manager at the end of day to review the day

Confirm employee is taking notes and organizing them

Spend 30 min/day writing down notes on questions to ask the manager the next day

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Employee Signature   Manager Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 3**

View how to use M1 Software (overview) video in M1

View each webinar pertaining to division in M1

View each video pertaining to division in M1

View each quick start pertaining to division in M1

Read over training again

Train on availability dates (17,15,12, 8)

Train on LMS (leasing maintenance status)

Train on Key Board

Train on One Touch System

Spend remaining time shadowing the person training them in that division

Spend 20 minutes with manager at the end of day to review the day

Confirm employee is taking notes and organizing them

Spend 30 min/day writing down notes on questions to ask the manager the next day

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Employee Signature   Manager Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 4**

View how to use M1 Software (overview) video in M1

View each webinar pertaining to division in M1

View each video pertaining to division in M1

View each quick start pertaining to division in M1

Read over training again

Train on availability dates (17,15,12, 8)

Train on LMS (leasing maintenance status)

Train on Key Board

Train on One Touch System

Spend remaining time shadowing the person training them in that division

Spend 20 minutes with manager at the end of day to review the day

Confirm employee is taking notes and organizing them

Spend 30 min/day writing down notes on questions to ask the manager the next day

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Employee Signature   Manager Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 5**

View how to use M1 Software (overview) video in M1

View each webinar pertaining to division in M1

View each video pertaining to division in M1

View each quick start pertaining to division in M1

Read over training again

Train on availability dates (17,15,12, 8)

Train on LMS (leasing maintenance status)

Train on Key Board

Train on One Touch System

Spend remaining time shadowing the person training them in that division

Spend 20 minutes with manager at the end of day to review the day

Confirm employee is taking notes and organizing them

Spend 30 min/day writing down notes on questions to ask the manager the next day

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Employee Signature   Manager Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_