

## Training Planning Checklist

When planning your training program, use this checklist to ensure you're covering each topic and providing the resources needed to help employees be successful at your company.

- Company Overview (mission, values, history, hierarchy, clientele, etc.)
- HR policies (payroll, vacation time, sick days, etc.)
- Paperwork & Documentation (criminal record check, employment authorization document, etc.)
- Personal & Professional development (their goals & your role in helping achieve them)
- Safety Training (use state/regional safety certification program if available)
- Products & Equipment Training (basic use, maintenance)
- Cleaning Training (use pre-existing videos found online)
- Interpersonal Skill Building (customer service, teamwork, leadership, etc.)
- On The Job Training
  - Provide cleaning instructions in their native language
  - Policies & procedures (problem reporting, inspections, technology, etc.)
  - Practice cleaning the space

## Materials to Create

- Create a short quiz for each section of your training program
- Create a checklist that lists all components of your training program
- Create an employee handbook with answers to frequently asked questions