

induction – departmental weekly overview

Employee Name:

Start Date:

Morning: - 9.00 am – 10.00 am

Afternoon: - 2.00 pm – 3.00 pm

Please ensure that you take time to give a full overview of your role and how it fits into your department.

Thank you

Date	Department	Report to
Monday		
Morning	Introduction to company Health & Safety	
Afternoon	Product training	
Tuesday		
Morning	Sales global review meetings Brand learning	
Afternoon	Report exposure New product development	
Wednesday		
Morning	Marketing with collateral pack and samples hand out and brand PowerPoints	
Afternoon	NPD with check lists How to brief a new range BoE etc Manufacturing capabilities	



Thursday		
Morning	Sales objective Process steps and part 1 sales	
Afternoon	Sales Admin	
Friday		
Morning	Sales Ledger - including credit set up process and proforma regs Purchase Ledger Supply Chain - including forecasting	
Afternoon	Customer Service	

Week 2 Pricing mix, regional specific...discuss and agree process

Freight engine process

Custom goods training

