## Employee Training Regimen

# IT Department

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| Position Information | | | | | | | | |
| Position Name: | | Web Programmer | | | Classification/Level: | | | PAO/IT2 |
| Employee: |  | | | Hire Date: | |  | | |
| Department: |  | | | Manager: | |  | | |
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| Week One Goals | | | Due Date | | | | Status | |
| Review Standards and Operations Guide | | |  | | | |  | |
| IT12 Training Topics: 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 | | |  | | | |  | |
| Register for LSP Orientation | | |  | | | |  | |
| IT12 Training Topics: 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15 | | |  | | | |  | |
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| Week Two Goals | | | Due Date | | | | Status | |
| IT12 Training Topics: 2.16, 2.17, 2.18, 2.19, 2.20, 2.21, 2.22 | | |  | | | |  | |
| IT12 Training Topics: 3.1, 3.2, 3.3 | | |  | | | |  | |
| DM01 Training Topics: 4.1 through 4.20 | | |  | | | |  | |
| IT07 Training Topics: 0.1 through 0.4 | | |  | | | |  | |
| Week Four Goals | | | Due Date | | | | Status | |
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| Week Eight Goals | | | Due Date | | | | Status | |
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| Month Six Goals | | | Due Date | | | | Status | |
| Review SOP Manuals | | |  | | | |  | |
| Review IT12 and DM01 Training Material | | |  | | | |  | |
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| Year One Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Two Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Three Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Four Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Five Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Six Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Seven Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Eight Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Nine Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Year Ten Goals | | | Due Date | | | | Status | |
| Review SOP Manuals (12 month recurring) | | |  | | | |  | |
| Review IT12 and DM01 Training Material (12 month recurring) | | |  | | | |  | |
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| Concerns | | | | | | | | |
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