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| Pro-Standards  Overview  *This must be completed before other training is started*  Set up includes a computer or tablet that has internet access. Ability to print from the training materials | * Go through Mission & Policy with Manager *http://kmsprocedure.weebly.com/cm1-trng-1b-professional-standards.html* * Print & Pass Kearney Moving Professional Standards Test *http://kmsprocedure.weebly.com/cm1-mssngenpol-test.html* | *Check off and initial as completed* | *Trainer Notes* |
| New Employee Orientation  *This must be completed before other trainingin this section is started* | * Do a full walk around of the facility and property as follows:  1. Offices – briefly explain each office 2. Break room – explain bathroom, key area, time-card area, employee entrance; 3. Main Warehouse – wood shop room, new & used box room, upstairs area 4. Truck Parking Area – walk out to the trucks and walk around them and give them a brief description of the different trucks we have 5. Shop Area – show them shop area and give them a 5 minute overview of the tool area and supply bins of oil, etc. 6. Middle Bay – show them the crates and one of our forklifts 7. South Bay – show them the OS racks and briefly explain floor loading. 8. Parking area – show them where employees park 9. Misc. areas – show them recycle truck, metal recycle, metal shed, and trash truck  * Have office secretary explain time cards, time-off request forms, and W2 info. * Explain how scheduling works – receive texts nightly from scheduler. Access online schedule by:  1. Go to Google 2. Sign in with kmscalendar 3. Password moverman 4. Go to Drive and find month needed  * Assign mail box, uniforms, and locker | *Check off and initial as completed* | *Trainer Notes* |