## College of Charleston

##  Supervisor’s Guide to Developing a Training Plan

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| **Job Duty and/or General Knowledge** | **Need to Know Items** | **Learning Method or Activity** | **Evaluation** |
| Example: Campus | 1. General layout
2. Specific Buildings (Randolph, Treasurer, Library)
 | 1. Campus Tour-**schedule** with HR
2. Individual tour and map
 | 1. Meeting to question what was interesting
2. Repeat tour by self
 |
| Example: Order and procure supplies | 1. E-Procure
2. Office Max Catalog
 | 1. Procurement Training – **schedule**
2. Show and let explore **–make sure one is at desk**
 | 1. Sit with and have them show me
2. Have them ask each staff member about supply needs
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