## 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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