

Training Plan Template

Employee Name: _____
 Employee ID#: _____
 Start Date/Time: _____

Training Completed: YES NO
 Date of Completion: _____
 Trainer Name: _____

DAY 1- _____ Shift _____	DAY 2- _____ Shift _____	DAY 3- _____ Shift _____	DAY 4- _____ Shift _____	DAY 5- _____ Shift _____
Time __-__ New Hire Onboarding- Paperwork, Site Tour, Meet Team, Review Policies, Schedule, Receive Training notebook/pad/pencil Time __-__ Read/Study Responsible Tobacco Retailer Resources: <ul style="list-style-type: none"> • Learning Module: Applicable Laws • Tobacco 21 Fact Sheet • Learning Module: Tobacco Products Covered by Tobacco 21 Law • Learning Module: Health Effects of Youth Tobacco Use 	Time __-__ *Other Retail Training	Time __-__ Begin Responsible Tobacco Retail Training at: www.responsibletoabacconv.com	Time __-__ Read/Study Responsible Tobacco Retailer Resources: <ul style="list-style-type: none"> • Learning Module: Refusing Sales Role-playing 	Time __-__ *Other Retail Training
Time __-__ Practice the Role-playing scenarios with your trainer or assigned partner .				
Time __-__ -10min BREAK--	Time __-__ -10min BREAK--	Time __-__ -10min BREAK--	Time __-__ -10min BREAK--	Time __-__ -10min BREAK--
Time __-__ Find/match all the Tobacco Products Covered by Tobacco 21 in your store. Learn details about each product to be able to distinguish them from each other	Time __-__ Observe sales floor, customer service, and POS transactions, assist with customer service, assist with Point-of-Sale transactions.	Time __-__ Complete Responsible Tobacco Retail Training at: www.responsibletoabacconv.com Study and take the Certification Quiz. You must achieve 80%+ to earn your Certification. Once you have completed, ask your manager for assistance in acquiring a copy of your certificate.	Time __-__ Read/Study Responsible Tobacco Retailer Resources: <ul style="list-style-type: none"> • Learning Module: Age Verification Techniques • Learning Module: Compliance Inspections 	Time __-__ Point-of-Sale Practice: Customer service, Verifying age for tobacco purchases, Attending to customers, Cleaning, Stocking, Closing Duties, etc. Ask your trainer about other job tasks and duties.
Time __-__ Observe sales floor, customer service, and POS transactions.			Time __-__ Point-of-Sale Training: Observation, practice, customer service, Verifying age for tobacco purchases, attending to customers, etc. Ask your trainer about other job tasks and duties.	Time __-__ Discussion with Manager and/or Trainer- Performance feedback, discuss Notebook entries, Q&A, Any other concerns, etc
Time __-__ Use your notebook, write down 3 job-related questions you have.	Time __-__ Use your notebook, write down 3 job-related questions you have.	Time __-__ Use your notebook, write down 5 job-related duties you feel confident in executing.	Time __-__ Use your notebook, write down 5 job-related duties you would like to review and/or practice.	

*Other Retail Training: Other tasks and skills the new hire employee must learn for their position. I.e.: stocking merchandise and/or supplies, cash handling, cleaning and sanitizing, food handling and prep, etc..