**1. Sales Representative Onboarding Plan**

| **Step Number** | **Task** | **Details/Substeps** |
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| 1 | Attend the company orientation. | Complete paperwork, meet your manager, review the employee handbook. |
| 2 | Review product catalogs. | Access intranet, download product info, attend briefing with sales leader. |
| 3 | Complete CRM training. | Login to CRM, watch training videos, practice creating a sample lead. |
| 4 | Shadow a senior sales rep. | Observe calls, take notes, ask questions. |
| 5 | Set up email signature. | Follow template, add photo, share contact details with the team. |