

New Employee Onboarding & Training Document

Welcome to **Build2Learn**! We are thrilled to have you as part of our team. This document will provide you with important information about the company, its structure, and the resources available to help you succeed. We want you to feel supported and empowered as you begin your journey with us.

1. Welcome Guide

Welcome to **Build2Learn**! As a new team member, we want to ensure that you have all the information and resources you need to integrate smoothly into the company. Our mission is to foster innovation and creativity in the tech industry through continuous learning and collaboration. We encourage an environment of growth, teamwork, and openness.

Your onboarding process is designed to provide you with an understanding of our company culture, policies, and job responsibilities. Over the next few days, you will go through a series of training sessions and meet with different teams to help you get up to speed.

2. Organizational Structure

At **Build2Learn**, we value a collaborative work environment where every team member's contribution is essential to our success. Our organizational structure is designed to encourage communication and teamwork across all levels.

Executive Team:

- **CEO: John Doe** – Responsible for overseeing company strategy, vision, and operations.
- **CTO: Jane Smith** – Leads the technology department and ensures alignment with the company's goals.
- **COO: Mark Taylor** – Manages daily operations and ensures efficiency across all departments.

- **CFO: Sarah Green** – Handles financial management, budgeting, and financial reporting.

Departments:

- **Engineering Team:** Led by the **Engineering Manager**, responsible for building and maintaining products.
 - **Product Team:** Led by the **Product Manager**, responsible for defining product features, roadmap, and user experience.
 - **Sales & Marketing Team:** Led by the **Sales Manager**, responsible for promoting the company's products and driving sales growth.
 - **Human Resources:** Led by the **HR Manager**, responsible for employee welfare, recruitment, and training programs.
 - **Admin and IT Team:** Led by the **Admin/IT Manager**, responsible for office operations, hardware/software maintenance, and IT support.
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3. Key Contacts

As you start your journey at **Build2Learn**, you may need assistance or have questions regarding different aspects of your work. Below is a list of key contacts you should be aware of:

Human Resources (HR):

- **HR Manager: Emily Clark**
Email: emily.clark@build2learn.com
Phone: +1 (555) 123-4567
Purpose: Employee onboarding, benefits, leave policy, and general HR queries.
- **HR Assistant: David Brown**
Email: david.brown@build2learn.com
Phone: +1 (555) 987-6543
Purpose: Day-to-day HR operations, leave requests, and payroll questions.

IT Support:

- **IT Manager: Chris Miller**

Email: chris.miller@build2learn.com

Phone: +1 (555) 234-5678

Purpose: Hardware/software issues, network problems, and account access.

- **IT Support: Katie Green**

Email: support@build2learn.com

Phone: +1 (555) 345-6789

Purpose: Technical support, system setup, and troubleshooting.

Admin Team:

- **Admin Manager: Linda Walker**

Email: linda.walker@build2learn.com

Phone: +1 (555) 456-7890

Purpose: Office supplies, travel arrangements, and general office inquiries.

4. Training Schedule & Resources

As part of your onboarding, you will undergo a structured training program to help you get up to speed with our tools, technologies, and company processes. Here is the training schedule:

Week 1: Introduction to Build2Learn

- **Day 1: Welcome Session & Introduction to the Company**

- Introduction to the company's mission, vision, and values.
- Overview of company policies, code of conduct, and expectations.
- Tour of the office (if applicable) and introduction to team members.
- Setting up workstations and accessing necessary tools.

- **Day 2: HR Policies & Compliance**

- Introduction to HR policies, benefits, and leave policies.
- Completion of mandatory compliance training (covered below).
- Overview of the company's health and safety policies.

- **Day 3-4: IT Systems and Tools Training**
 - Introduction to company-specific software and tools (e.g., GitHub, Slack, Jira).
 - Setting up email, communication tools, and accessing internal resources.
 - IT security training and best practices.
- **Day 5: Departmental Introduction & Shadowing**
 - Meeting with your department lead or manager to understand your role.
 - Introduction to key team members and ongoing projects.
 - Shadowing a senior team member to understand day-to-day tasks.

Week 2: Role-Specific Training

- **Day 6-10: Technical Skills & On-the-Job Training**
 - Hands-on training on tools and technologies specific to your role.
 - Working on small projects or tasks assigned by your manager.
 - Ongoing mentorship and support from senior team members.

Ongoing Training & Development:

- **Monthly Training Sessions:** Topics will vary based on departmental needs.
- **Workshops and Webinars:** Regular opportunities for skill development and knowledge-sharing.
- **Performance Reviews:** Regular feedback and goal setting to ensure continuous growth.

Resources Available:

- **Internal Knowledge Base:** Access to documentation on coding standards, project guidelines, and workflows.
 - **Online Learning Platforms:** Access to external resources like Udemy, Coursera, etc., for further skill development.
 - **Mentorship Program:** One-on-one mentoring sessions with senior developers to discuss career growth and technical challenges.
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5. Compliance Training Material

As part of our commitment to creating a safe, ethical, and compliant workplace, all employees are required to complete the following compliance training:

Mandatory Compliance Training:

- **Code of Conduct Training:** Overview of company policies, ethical guidelines, and expected behaviors.
- **Data Protection and Privacy Policy:** Understanding of data security, GDPR, and handling sensitive customer data.
- **Health and Safety:** Training on workplace safety protocols and emergency procedures.
- **Harassment Prevention:** Training to ensure a respectful and harassment-free workplace.
- **IT Security Best Practices:** Key practices for safeguarding company data, managing passwords, and recognizing phishing attempts.

Completion Deadline: All mandatory compliance training must be completed within the first two weeks of employment.

Training will be conducted through our Learning Management System (LMS), where you can access the courses and track your progress. Once completed, you will receive a certificate of completion for each module.

Conclusion

We are excited to have you as part of the **Build2Learn** team! We want you to feel empowered to succeed, and we are committed to providing you with the resources, training, and support you need to thrive in your new role.

If you have any questions or need assistance at any point during your onboarding process, please don't hesitate to reach out to the key contacts listed above.

We wish you the best as you begin your career with us!

Welcome aboard!

Acknowledgment

By signing below, you acknowledge that you have received, read, and understood the **Build2Learn** Onboarding and Training document.

Employee Name: **Alice Johnson**

Date: **February 22, 2025**