**FUNCTIONAL ONBOARDING PLAN**

**Dear Julianne,**

**Welcome to the Dream P&G Internship Program!** As you embark on this exciting and challenging journey, we want to partner with you to ensure you have a vertical startup in the company. Below is a list of trainings you should complete and a set of people you should set time to meet to ensure you have the right capability to deliver your project.

Remember, you own your capability development here at P&G. Your Line Manager, HR Manager, and Intern Buddy are all here to help point you to the right resource and link you with the best teachers, but you are responsible for reaching out and following through on your onboarding plan. We wish you the best and do reach out for questions or help needed!

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| **TRAININGS TO COMPLETE** | | |
| **WHEN** | **WHAT** | **RESOURCE** |
| Weeks 1-2 | **Functional Trainings to Complete**  *List of trainings, what they need to learn, where to find them*   * *Please refer to attachment for complete list of trainings that will be covered.* |  |
|  | **Important Documents to Review**  *List of materials, what they need to learn, where to find them*   * *Please refer to attachment for complete list of trainings that will be covered.* |  |
| **PEOPLE TO MEET** | | |
| **WHEN** | **WHAT** | **WHO** |
|  | **Line Manager**  *Primary coach and mentor throughout internship program* | Sharmaine Yap  ([yap.sa@pg.com](mailto:yap.sa@pg.com)) |
|  | **Leadership Team (Function/Business)**  *Key stakeholders who are key decision makers in the project* | Lalaine Chen – Manila IT Internship Sponsor  ([chen.la.3@pg.com](mailto:chen.la.3@pg.com)) |
|  | **Intern Buddy**  *Individual who can provide on-going support and informal guidance throughout internship* | Lianne Gapi ([gappi.ls@pg.com](mailto:gappi.ls@pg.com)) |
|  | **Multifunctional Team Members**  *Individuals who will be working closely with you to deliver your project* | VP Arellano  ([arellano.vm@pg.com](mailto:arellano.vm@pg.com)) |
|  | **Functional Capability**  *Individuals who are experts in their field and can provide technical advice* | VP Arellano  ([arellano.vm@pg.com](mailto:arellano.vm@pg.com))  Shyrene Ching  ([ching.ss@pg.com](mailto:ching.ss@pg.com))  Winfred Villaluna  ([villaluna.wd@pg.com](mailto:villaluna.wd@pg.com)) |
|  | **Regional/Global Resources**  *Resources who can provide guidance on technical aspects of the project* | Marek Hupert  ([hupert.mp@pg.com](mailto:hupert.mp@pg.com))  Valeria Castro  ([castro.vn@pg.com](mailto:castro.vn@pg.com))  KG Ginter  ([ginter.k@pg.com](mailto:ginter.k@pg.com)) |
|  | **External partners or associations/networks** *Vendors, partners who provides service to the project* | n/a |