

# New Employee Training Schedule- Visual Guide

Day 1	Orientation with Executive Director Tour of building Time in classroom
Classroom selection process	Employee spends time in rooms observing and getting to know the children until they pick a classroom.
Trainings with Curriculum Director	Age group times of day training-taken online and then meeting with Curriculum Director Behavior management training Lesson planning/COR training
Team Lead Shadowing	Day 1-Observe and learn Day 2-Teach some and learn Day 3-Start teaching with assistance Cont. Follow up on difficult times of day
ODJFS Trainings with Childcare Director	Child abuse awareness and reporting CPR First Aid ODJFS Orientation Ohio approaches to quality ODJFS child development overview Meeting with Childcare Director about Cleaning and Communicable Diseases