

Hiester Automotive Group

2019 ANNUAL TRAINING PLAN

Quarter 1: January 1, 2019 to March 31, 2019

Annual Goals:

DUE: December 31, 2019

Goal 1: Increase employee training this year.

First Quarter Projects:

DUE: March 31, 2019

Quarterly Project 1: Bob submit a written proposal to train half a dozen of team members in four different areas.

Weekly Objectives:

<ul style="list-style-type: none"> Bob complete a written training schedule and send it to Carol and Chuck by March 15.
<ul style="list-style-type: none"> Chuck reserve facility space for trainings by March 19. Carol inventory necessary training materials by March 19. Bob order any necessary materials that are not on hand by March 19.
<ul style="list-style-type: none"> Bob and Carol co-lead a one hour session on best practices for welcoming customers by March 30.
<ul style="list-style-type: none"> Chuck build an online quiz to measure trainee's knowledge and quiz students by April 3.
<ul style="list-style-type: none"> Carol to lead training a one-hour training session on security by April 14.