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# TRAINING PROGRAM

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Abstract:

This document describes training program and requirements.



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## 1.0 PURPOSE

This document provides details on the Company's training program and requirements.

## 2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

## 3.0 TRAINING PROCEDURE

### 3.1 Hiring

Employees are hired on their basis to best meet the requirements for the position.

To accomplish this, potential candidates are

[REDACTED]

### 3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation. This introduces the employee to

[REDACTED]

### 3.3 On the Job Training

Once an employee has completed initial indoctrination they undergo on-the-job training relative to their position. This training is specific to the area and equipment on which they work and

[REDACTED]

### 3.4 Additional Training

At the discretion of management, additional training may be conducted at any time.

This may be necessitated by

[REDACTED]

[REDACTED]