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Abstract:

July Sheig 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

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

3.3 On the Job Training

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

3.4 Additional Training

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

This may be necessitated by