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PERSONNEL TRAINING PROGRAM

- 6.12 Training shall be performed using various methods as appropriate that may include but not limited to
 - Demonstrations by trainer
 - Hands on
 - Lectures/ presentations
 - Quizzes
 - Check sheets, etc.
 - Read and understand/self-taught
- 6.13 Outside organizations that provide training materials (videos, DVDs, workbooks, etc) or that deliver training for multiple employees or departments shall be qualified according to approved [Company Name] purchasing control procedures.
- 6.14 Personnel who review and approve procedures according to approved [Company Name] document control procedures shall be considered trained on those procedures that they approve.
- 6.15 Personnel conducting training (Subject Matter Experts) shall be qualified to do so as documented through job descriptions, resumes, and Employee Training Records.
- 6.16 Individual procedures may define specific training or qualification requirements for employees.
- 6.17 Personnel shall be responsible to ensure they are adequately trained and training is documented prior to using the procedure.

7.0 PROCEDURE

- 7.1 Define Job Responsibilities
 - 7.1.1 The Department Manager or Supervisor creates job descriptions for each position in his/her department. The job description contains the following at a minimum:
 - Position title
 - Position description (summary)
 - Specific job duties
 - Background / experience / qualifications / education required
 - 7.1.2 Upon hiring a new employee, the Department Manager or Supervisor reviews the job description with the Employee. The Employee signs and dates the job description indicating he/she understands the contents.



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Name: [Select Shift] [Select Expansion] [Print Through: 08/23/2017 Edit] Schedule: [Subgroups] [Filter: Coverage Team Only]

Name	Job	Department	Position	Est Hrs	Monday 11/20/2017	Tuesday 11/21/2017	Wednesday 11/22/2017	Thursday 11/23/2017	Friday 11/24/2017	Saturday 11/25/2017	Sunday 11/26/2017
Day Shift Associate I Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Day Shift Associate II Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Day Shift Technician Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Evening Shift Associate I Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Evening Shift Associate II Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Evening Shift Technician Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Night Shift Associate I Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Night Shift Associate II Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Night Shift Technician Health				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Coverage Watch											
001. Day Shift Associate I Variance				0	0	0	-1	0	0	0	0
002. Day Shift Associate II Variance				0	0	0	0	0	0	0	0
003. Day Shift Technician Variance				-1	0	1	0	0	0	0	0
004. Evening Shift Associate I Variance				-1	-1	-1	0	0	0	0	0
005. Evening Shift Associate II Variance				0	1	0	0	0	0	0	0
006. Evening Shift Technician Variance				0	0	-1	-1	1	0	0	0
007. Night Shift Associate I Variance				0	0	0	0	0	1	0	0
008. Night Shift Associate II Variance				0	0	0	0	0	0	0	0
009. Night Shift Technician Variance				0	0	0	-1	0	0	0	0
010. Total Daily Hours Associate II Position				48	40	40	40	32	34	24	24
011. Staff In Training				2	1	2	1	0	1	1	1
012. Vacation Counts				3	1	1	2	0	3	3	3
013. Total Daily Hours Associate I Position				24	16	8	16	8	16	8	8
014. Day Shift Staffing Count with Shift				2	2	2	2	2	2	2	2
015. Not Scheduled Associate I				0	0	1	0	2	1	1	1
016. Not Scheduled Associate II				0	1	0	2	3	3	3	3
017. Not Scheduled Technician				0	0	0	1	1	3	2	2

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Totals
F Easy Run with Della 2:13 mi (1:18:51)	P Pro Products Ride 47:50 mi (2:08:32)	F Easy Run with Della 4:20 mi (27:04)	T Interval Road Power Cardio Testing 8:55 mi (29:31)	P Position Testing on rollers 2:14 mi (1:12:38)	P Pro Products Group Ride 44:14 mi (2:04:46)	F Sluggish and dry Run with Della 7:06 mi (1:52:37)	Distance: 128.27 mi Time: 10:40:03 hrs
A Lunch Time Swim at the Y 1:30 mi (32:26)	W Week 1	H Home on rollers after power test 8:57 mi (29:27)	A Easy Swim at the YMCA 1:50 mi (34:18)	F Easy Run with Della, pool pre-pool... 4:11 mi (23:08)	A Easy Swim at the YMCA 2:10 mi (40:44)	A Easy Swim at the Y 2:10 mi (40:44)	Distance: 117.28 mi Time: 9:57:28 hrs
A Early morning swim at the Y 1:30 mi (30:25)	F Easy Morning Run with Della 8:25 mi (43:40)	F Easy Early Morning Run with Della 8:31 mi (47:00)	A Lunch Time Swim with Della 2:10 mi (43:46)	H Home on rollers 25:02 mi (1:33:50)	F Home on rollers - Brick workout - B... 20:54 mi (1:10:00)	F Easy Run with Della 6:38 mi (35:30)	Distance: 143.47 mi Time: 11:18:02 hrs
H Home on rollers 24:34 mi (1:24:10)	W Week 2	H Home on rollers 20:31 mi (1:10:28)	H Home on rollers 25:02 mi (1:33:50)	F Tempo Run of the Bike - Brick Work... 3:29 mi (21:02)	A Lunch Swim at the Y 2:40 mi (44:52)	A Lunch Swim at the Y 2:40 mi (44:52)	Distance: 143.47 mi Time: 11:18:02 hrs
A Early Morning Swim at the Y 2:10 mi (43:15)	F Easy Dark Run with Della and Kettle... 4:34 mi (43:53)	H Home on rollers - Brick Workout - B... 18:54 mi (1:01:50)	A Early Morning Swim 2:10 mi (43:46)	P Pro Products Group Ride 40:38 mi (2:07:17)	F Early Morning Run with Della 9:28 mi (1:19:23)	F Early Morning Run with Della 9:28 mi (1:19:23)	Distance: 143.47 mi Time: 11:18:02 hrs
H Home on rollers 27:55 mi (1:30:07)	W Week 3	F Off the roller Run with Della - Brick... 3:01 mi (22:34)	F Off the roller Run with Della - Brick... 3:01 mi (22:34)	F Easy 90 on the rollers 27:49 mi (1:31:00)	F Home on rollers - Brick workout - B... 21:79 mi (1:00:22)	A Long Swim at the Y 2:20 mi (47:50)	Distance: 143.47 mi Time: 11:18:02 hrs
A Early Morning Swim at the Y 1:30 mi (30:25)	F Hoody Hoody Cold Run with Kettle... 5:28 mi (46:22)	H Home on rollers 19:78 mi (1:00:00)	A Early Morning Swim at the Y 1:30 mi (30:25)	H Home on rollers 19:52 mi (1:00:14)	F Home on rollers - Brick workout - B... 21:79 mi (1:00:22)	F Early Morning Swim at the Y 1:30 mi (30:25)	Distance: 143.47 mi Time: 11:18:02 hrs
H Home on rollers 23:33 mi (1:15:07)	W Week 4	H Home on rollers 19:78 mi (1:00:00)	H Home on rollers 19:52 mi (1:00:14)	F Home on rollers 19:52 mi (1:00:14)	F Home on rollers - Brick workout - B... 21:79 mi (1:00:22)	F Early Morning Swim at the Y 1:30 mi (30:25)	Distance: 143.47 mi Time: 11:18:02 hrs
A Early Morning Swim at the YMCA 2:20 mi (42:26)	F Easy run with Kettle and Della 8:01 mi (53:45)	H Home on rollers - Brick Workout - B... 21:38 mi (1:00:13)	A Early Morning Swim at the Y 2:20 mi (42:26)	H Home on rollers 20:10 mi (1:00:04)	F Home on rollers - Brick Workout - B... 21:38 mi (1:00:13)	F Easy Run with Della 4:08 mi (24:18)	Distance: 143.47 mi Time: 11:18:02 hrs
H Home on rollers 21:30 mi (1:10:00)	W Week 5	F Brick workout - Run Part 3:54 mi (30:02)	F Brick workout - Run Part 3:54 mi (30:02)	F Home on rollers 20:10 mi (1:00:04)	F Easy Run with Della 4:08 mi (24:18)	A Lunch Swim at the Y 2:20 mi (47:50)	Distance: 143.47 mi Time: 11:18:02 hrs

WEEK	MON	TUE	WED	THUR	FRI	SAT	SUN
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