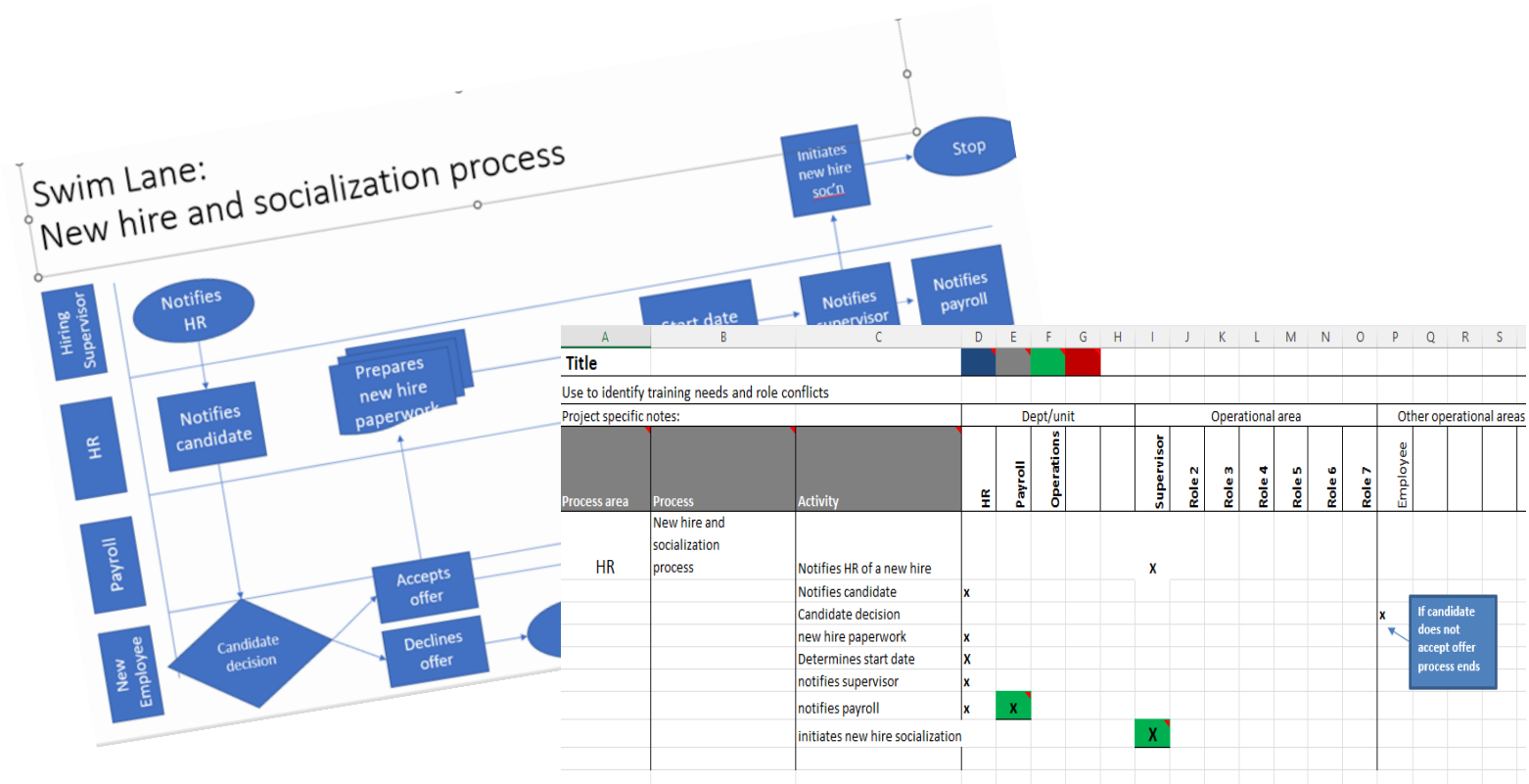


Maximize your training dollars while reducing role confusion.

Training team members can get very expensive, very quickly. Conversely, role confusion can create a lot of challenges for team members as well as lead to conflict. We have a documented process to guarantee that the only the right team members get the training that is needed while reducing role stress and confusion that can lead to confusion.



			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
Title																							
Use to identify training needs and role conflicts																							
Project specific notes:																							
			Dept/unit			Operational area							Other operational areas										
Process area	Process	Activity	HR	Payroll	Operations	Supervisor	Role 2	Role 3	Role 4	Role 5	Role 6	Role 7	Employee										
HR	New hire and socialization process	Notifies HR of a new hire																					
		Notifies candidate	x																				
		Candidate decision																					
		new hire paperwork	x																				
		Determines start date	x																				
		notifies supervisor	x																				
		notifies payroll		x																			
		initiates new hire socialization																					

If candidate does not accept offer process ends