The First 90 Days Training Plan

The purpose of this training plan is to assist both the employer and employee to set progress goals and monitor these in the first 90 days of the employment relationship. Meet once a month and complete each section. List the five main areas the employee needs to develop over each month; both the employee and employer should keep a copy.

Within the first two weeks of employment, complete the table below together. Use the skills checklist to identify areas of focus

<table>
<thead>
<tr>
<th>Areas for focus (from Skill Checklist)</th>
<th>Current level (use words to describe)</th>
<th>Achievement level required (use words to describe)</th>
<th>Training (what, who and when)</th>
<th>At review, the actual level achieved (use words to describe)</th>
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At the end of the first month, review the areas for focus above and complete the review column in the table. Fill in the boxes below, and turn over the page to identify and set the focus areas for the next month.

Date for first review

Notes on performance and attitude over the first month

Issues identified

Follow up action required – what, who, when
The second month

Areas of focus for the second month. Continue to focus on developing knowledge and skills.

<table>
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<th>Areas for focus (from Skill Checklist)</th>
<th>Current level (use words to describe)</th>
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At the end of the second month, review the areas of focus above and complete the review column in the table. Fill in the boxes below, and turn over the page to identify and set the focus areas for the next month.

Date for second review

Notes on performance and attitude over the second month

Issues identified

Follow up action required – what, who, when

Note: If there are ongoing areas of concern with the employees performance or behaviour it may be necessary to begin disciplinary action or consider your options under the 90 day trial period (if relevant). For assistance or advice on this refer to the department of labour or find more information at dairynz.co.nz.
The third month

Identify the areas of focus for the third month. Continue to focus on developing knowledge and skills.

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<th>Areas for focus (from Skill Checklist)</th>
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At the end of the third month, review the areas of the focus above and complete the review column in the table. Fill in the boxes below. This process can be continued if desired, perhaps on a quarterly basis or use the AgITO Training Plan to drive the learning and development of your people.

Date for third review

Notes on performance and attitude over the third month

Issues identified

Follow up action required – what, who, when

Note: If there are ongoing areas of concern with the employees performance or behaviour it may be necessary to begin disciplinary action or consider your options under the 90 day trial period (if relevant). For assistance or advice on this refer to the department of labour or find more information at dairynz.co.nz.