Sample STP External Hire Checklist

Trainee Name	EmpID	Manager Name	Peer Trainer Name	Location	Training Activity Name	Training Activity Description	Training Activity Source/Type	Start Date	Due Date	N/A	Done	Training Complete	Comments
− Template DO NOT USE				Template							☐		
					7 Days Training Milestone						☑		
					Leadership Foundations						☑		
					Pre-Program Survey: New Supervisor Performance Baseline	Manager completes a short assessment to document their observations with previous supervisors' performance and independence prior to participating in this training program. Used to evaluate program impact over time.	Manager				☐		
					Team and Role Familiarization	Supervisor is introduced to team members and peer leaders to build relationships with their teams, including cross-functional teams, and establish collaborative expectations. They are also provided with a high level overview of their role and responsibilities.	On-the-Job/ Local Team				☐		
					Leadership Orientation – Core Expectations (Part 1)	Covers foundational leadership expectations, available people resources, and policies relevant to supervisors in their first week.	HR				☐		
					Training Acknowledgement – 7-Day Leadership Foundation Activities	Supervisor confirms sufficient exposure and understanding of all assigned leadership topics for the 7-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					7 Days Leadership Foundations Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					Operational Readiness							☐		
					Workplace Safety Fundamentals	Designed for external hires unfamiliar with our company's essential safety practices, procedures, and observation expectations through guided instruction and hands-on exposure.	On-the-Job/ Local Team				☐		
					Training Acknowledgement: 7 Days Operational Readiness Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned operations topics for the 7-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					7 Days Operational Readiness Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					14 Days Training Milestone							☑		
					Leadership Foundations							☐		
					Leading By Building Relationships	This LinkedIn Learning course will help supervisors develop skills for building strong working relationships, managing conflict, and fostering collaboration across teams. Supervisor will complete all LinkedIn Learning in LinkedIn.	LinkedIn Learning/ Local Team				☐		
					Establishing Trust as a Leader	This LinkedIn Learning course focuses on credibility, consistency, ethical decision-making, and behaviors that strengthen trust with team members and peers. Supervisor will complete all LinkedIn Learning in LinkedIn.	LinkedIn Learning/ Local Team				☐		
					Productivity Tracking and Performance Explanation	Teaches supervisors how to monitor productivity metrics, interpret performance results, and explain outcomes to leadership.	On-the-Job/ Local Team				☐		
					Training Acknowledgement – 14-Day Leadership Foundation Activities	Supervisor confirms sufficient exposure and understanding of all assigned leadership topics for the 14-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					14 Days Leadership Foundations Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					Operational Readiness							☑		
					Core Process Certification	Supervisor validates understanding of essential operational processes through hands-on demonstration and observation.	On-the-Job/ Local Team				☐		
					Warehouse System Navigation Basics	Supervisors will be introduced to their unique account's system terminology, report access, and navigation skills required to support daily operations.	On-the-Job/ Local Team				☐		
					Workforce Management System Overview	This introductory course covers scheduling, timekeeping, activity tracking, and basic reporting within the workforce management platform.	Workday Learning Self-Paced eLearning/ Workforce Management Team				☐		
					Monitoring Inbound and Outbound Flow	This training activity will help supervisors build skills for tracking inbound and outbound activity to maintain balanced workflow and productivity.	On-the-Job/ Local Team				☐		
					Partnering with Human Resources	This training introduces how supervisors collaborate with HR on hiring, onboarding, employee relations, and compliance matters.	On-the-Job/ HR/ Local Team				☐		
					Inventory Management Fundamentals	By shadowing the inventory team, supervisors will be provided exposure to inventory controls, cycle counts, damage tracking, and loss prevention practices.	On-the-Job/ Local Team				☐		
					Communicating with Client Support Partners	This skill set focuses on developing effective communication practices for sharing operational updates, addressing issues, and maintaining service expectations.	On-the-Job/ Local Team				☐		
					Training Acknowledgement: 14 Days Operational Readiness Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned operations topics for the 14-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					14 Days Operational Readiness Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					People & Performance Management							☑		
					Staffing and Coverage Planning Basics	Teaches supervisors how to align staffing decisions with workload demands and team capabilities.	On-the-Job/ Local Team				☐		
					Training Acknowledgement: 14 Days People & Performance Management Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned people & performance topics for the 14-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					14 Days People & Performance Management Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					30 Days Training Milestone							☑		
					Leadership Foundations							☑		
					Employee Recognition Practices	Teaches supervisors how to recognize performance and reinforce behaviors that drive engagement and results.	On-the-Job/Local Team				☐		
					Leadership Orientation – Applied Practices (Part 2)	Expands on leadership responsibilities, policy application, and resource utilization.	HR				☐		
					Training Acknowledgement – 30-Day Leadership Foundation Activities	Supervisor confirms sufficient exposure and understanding of all assigned leadership topics for the 30-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					30 Day Leadership Foundations Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					Operational Readiness							☑		
					Continuous Improvement Fundamentals	This self-paced eLearning module introduces basic continuous improvement concepts and waste reduction principles. Supervisor will complete this online training in the LMS.	Workday Learning Self-Paced eLearning/ Continuous Improvement Team				☐		
					Incident and Claims Awareness	This virtual training covers reporting expectations and procedures for workplace incidents and claims.	Workday Learning Instructor-Led/HR				☐		
					Workplace Risk Recognition	In this self-paced eLearning module, build the skills needed to identify and respond to potential safety or policy risks.	Workday Learning Self-Paced eLearning/HR				☐		
					Day-to-Day Operations Management (With Manager Support)	This skill set will enable supervisors to develop skills for planning, executing, and closing daily operational activities. They will continue to receive manager support before moving onto independent practice.	On-the-Job/Local Team				☐		
					Operational Reporting Review	This training activity will teach supervisors how to effectively use reporting tools to monitor daily operations. It covers the importance of running morning and end-of-day reports to track inventory status, such as picking, staging, and shipment details. Supervisors will learn to ensure that staging areas are clear and address discrepancies, such as unshipped pallets. The training emphasizes using the Warehouse Management System (WMS) and Microstrategy to maintain productivity awareness and manage inventory efficiently.	On-the-Job/Local Team				☐		
					Managing Steady-State Operations	Focuses on maintaining consistent performance once operations are fully stabilized.	On-the-Job/Local Team				☐		
					Warehouse System (Independent Application)	Requires supervisors to perform system-based tasks independently with minimal support. This is a continuation of Warehouse System Navigation Basics.	On-the-Job/Local Team				☐		
					Labor and Productivity Optimization	Supervisors will develop skills for aligning labor resources with workload demands to maximize productivity.	On-the-Job/Local Team				☐		
					Mid-Shift Operational Walkthrough	This practical training activity instructs supervisors on conducting a structured walkthrough to assess progress and make real-time adjustments.	On-the-Job/Local Team				☐		

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					Training Acknowledgement: 30 Days Operational Readiness Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned leadership topics for the 30-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					30 Day Operations Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					People & Performance Management						☐		
					Service-Level and Performance Oversight (With Manager Support)	With continued support and guidance, supervisors will learn how to monitor service targets, analyze performance, and address issues proactively.	On-the-Job/Local Team				☐		
					Managing Workforce Relations (With Manager Support)	With continued support and guidance, supervisors will build skills for addressing attendance, conduct, and performance concerns appropriately.	On-the-Job/Local Team				☐		
					Transportation Scheduling Basics	Introduces planning and coordination concepts related to inbound and outbound transportation schedules.	On-the-Job/Local Team				☐		
					Training Acknowledgement: 30 Days People & Performance Management Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned people & performance topics for the 30-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					30 Days People & Performance Management Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					Systems & Process Fluency						☐		
					Accessing Forms and Documentation	Shows supervisors where to find standard forms, references, and required documentation.	On-the-Job/Local Team				☐		
					AI and Digital Risk Awareness	This eLearning builds awareness of AI-generated risks and reinforces safe information handling practices.. Supervisor will complete this online training in the LMS.	Workday Learning Self-paced eLearning/IT				☐		
					Training Acknowledgement: 30 Days Systems & Process Fluency Training Activities	Supervisor confirms sufficient exposure and understanding of all assigned systems & process fluency topics for the 30-day milestone. You can find the STP Training Acknowledgements Report on the Manager's STP Hub dashboard. Check this box when you are certain your trainee has completed the training acknowledgement for this milestone category.	Supervisor Trainee				☐		
					30 Days Admin Training Complete	Select this box once your trainee has completed all training that applies to their role within this milestone category. The trainee may not need to complete every topic, as some may not be relevant to their specific account or processes.	Manager				☐		
					Post-Program Baseline Survey	Manager please complete this survey to provide a comparison of past supervisor training initiatives and this program.	Manager and Peer Trainers				☐		
					STP Program Feedback Survey	Thank you for participating in our Supervisor Training Program. Your feedback is invaluable in helping us ensure our program prepares supervisors for their roles. Managers and Peer Trainers please click the link to complete this short feedback survey so we can continue to improve the program.	Supervisor Trainee				☐		