

# MDES NEW HIRE COURSE

★ DAYS 1 TO 10



## DAY 1

- 1. Walkthrough (30 minutes)
- 2. Welcome & Overview (1.5 hours)
- 3. MDES Dress Code (45 minutes)
- 4. Department Training (rest of day)



## DAY 2

- 5. MSPB Handbook (30 minutes)
- 6. Department Training (rest of day)



## DAY 3

- 7. Understanding Leave and TIME (30 minutes)
- 8. Department Training (rest of day)



## DAY 4

- 9. Social Media Policy (30 minutes)
- 10. Department Training (rest of day)

## DAY 5

- 11. MDES Policies: Leave without Pay, Direct Deposit, & Outside Employment (30 minutes)
- 12. Active Shooter Training (1 hour)
- 13. Department Training (rest of day)

## DAY 6

- 14. External Customer Service (45 minutes)
- 15. Communication Etiquette (45 minutes)
- 16. Department Training (rest if day)

## DAY 7

- 17. Internal Customer Service (45 minutes)
- 18. Equal Opportunity Training (1.5 hours)
- 19. Department Training (rest of day)

NOTES

# MDES NEW HIRE COURSE

CONTINUED



## DAY 8

- 20. IRS/FTI Training (30 minutes)
- 21. IRS/PII Training (30 minutes)
- 22. PERS New Hire Training (15 minutes)
- 23. Department Training (rest of day)



## DAY 9

- 24.. NASWA New UI Professional Agency Tour(1.5 hours)
- 25. Department Training (rest of day)



## DAY 10

- 26. Dealing with Difficult People (45 minutes)
- 27. Cafeteria Plan Insurance (15 minutes)
- 28. How to Get Technology Help (30 minutes)
- 29. Department Training (rest of day)

## NOTES