

Learning Objective Schedule (Example)

It is important to have a schedule. The schedule will alert the student to when they will learn important tasks and which employee is assigned to teach the student. The Learning Objective Schedule should be used in conjunction with the Orientation Checklist and the Learning Assessments.

Learning Objective Schedule

Learning Objective Schedule				
Sample Itinerary				
Name:				
Date:				
Reviewed by supervisor/mentor				
	Day	Date	Time	Employee Assigned
Student learns to greet customer & answer phone	Monday	6/25/07	11:00 a.m. - 2 p.m.	Diana Jones
Learns where supplies are kept	Tuesday	6/26/07	11:00 a.m. - 11a.m.	Diana Jones
Review of company policies, rules, expectations	Monday	6/25/07	9:00 a.m.- 12 p.m.	Diana Jones
Explain all forms that will be used on the job	Tuesday	6/26/07	11:00 a.m. - 12 p.m.	Jerry Jones
Reporting - Who does the intern report to	Monday	6/25/07	9:00 a.m.- 9:30 a.m.	Jerry Jones
Determine customer needs	Wednesday	6/27/07	1 p.m. – 4 p.m.	
Visit job site if applicable	Smith's residence	6/28/2007	10:00 a.m. 2:00 p.m.	w/designer J. Kirkwood
Propose solutions to the customer's needs	Tuesday-Friday	6/21/07- 6/24/07	10:00 am - 4:00 p.m.	w/designer J. Kirkwood
Prepare the invoice/charge the customer	Thursday	7/5/07	2:00 p.m. - 4:00 p.m.	Jerry Jones
Order the material/sell the product	Friday	6/29/07	10:00 a.m. 2:00 p.m.	w/designer J. Kirkwood
Conflict resolution	Friday	7/6/07	11:00 a.m. - 12 p.m.	Jerry Jones & J. Kirkwood
Product knowledge	Monday	6/25/07	2:00 p.m. - 4:00 p.m.	Jerry Jones
Preparing the customer for product delivery	Friday	6/29/07	2:00 p.m. - 4:00 p.m.	Jerry Jones
Product delivery/job installation	Monday	7/9/07	10:00 p.m. - 12 p.m.	Jerry Jones & J. Kirkwood
Customer satisfaction- Contact customer after sale	Friday	7/13/07	10:00 a.m. - 11:00 a.m.	Diana Jones