

Expectations

What your trainer is expecting of you:

As you view various safety and compliance courses, you will be asked to share your insight, respond to questions, and respond to other employees' posts. Therefore, it is important to understand how discussion forums work and effective ways to participate. Review the list of sites below to learn more:

Surry Community College: <http://www.surry.edu/de/discussions.html>

Includes a detailed list of behaviors on how to participate and respond to discussion forums while also including instructions on copying and pasting text into your discussion.

Ehow: http://www.ehow.com/about_6332269_student-code-ethics.html

Key points in order to be respectful of others and how trust plays a role.

San Mateo County Community College District:

<http://www.smccd.edu/accounts/smccd/ethics.shtml>

Discusses the importance of how you represent yourself affects the corporation and others. Honesty in communication and academically demonstrates your character and level of integrity.

What to expect from your trainer:

Now that you understand your role in the Have Fun Online Orientation and Workplace Safety training program, let's talk about what to expect from your host trainer(s). Your trainer will be online on a regular basis. Since we are a national company, we want to provide extended park hour access to our trainers. Therefore, there will be two trainers assigned to host your training. The trainers will be available 8:00am – 5:00 pm and 6:00pm – 2:00am. You will be able to access them via email or by posting your question in the Q and A section. Their role will be to monitor your progression through the online orientation training, as well as, through your workplace safety training. It is very important that you follow the syllabus and complete all courses in the required time. In addition, the trainers will also help guide your learning so you will be able to acquire the skills and thinking needed to ensure the safety of our customers and co-workers.

You can expect the trainers to respond to your questions within 24 hours or sooner.

Tracking your training hours:

Training needs to be completed in the timeline outlined. Therefore, when you are logged onto the Have Fun Online Orientation program and when you are taking the workplace safety courses you will need to log your hours on your timesheet. You are to be paid for all your training hours. Inform your supervisor when and where you are completing your training and they will ensure the training can be completed within your scheduled shift. In the event you need to complete your training outside of your scheduled shift, inform your supervisor and track your training hours. You will be paid according to the hourly wages established. Therefore, if you exceed your regular weekly hours, you will be paid overtime.

Technical Support:

Whether you are in the training center or on your home pc, there is 24/7 technical support available. Contact 1-888-555-5555 for assistance.

Once you have received the assistance needed, inform your trainer of the issue and track your hours accordingly.