



## Serving Chicken for 50 Years

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# TRAINING HANDBOOK VERSION HISTORY

VERSION NO.	DETAILS
VERSION 1	The First handbook was issued in August 2030
VERSION 2.1	The First handbook was issued in August 2030
VERSION 3.1	The First handbook was issued in August 2030



# TRAINING POLICIES

## **Equal Employment Opportunity Policy**

Employees and candidates are entitled to equal employment, career advancement, and access to programs regardless of race, color, religion, national origin, disability (physical or mental), sexual orientation, gender identity, genetic information, or parental status.

## **Employee Development Policy**

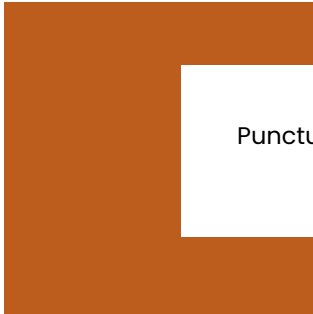
This policy applies to all permanent workers of the firm, whether full-time or part-time. Employees on temporary/short-term contracts may be required to attend training sessions at the discretion of their management.

## **Open Door Policy**

It fosters employee trust, resulting in a more loyal workforce and an overall more productive team.



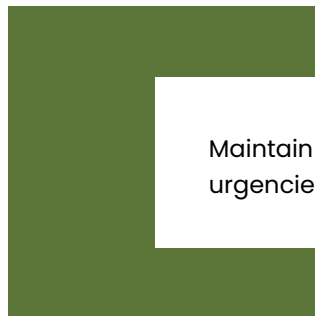
# TRAINING POLICIES



Punctuality is critical. If you arrive late for work, you immediately fall behind.



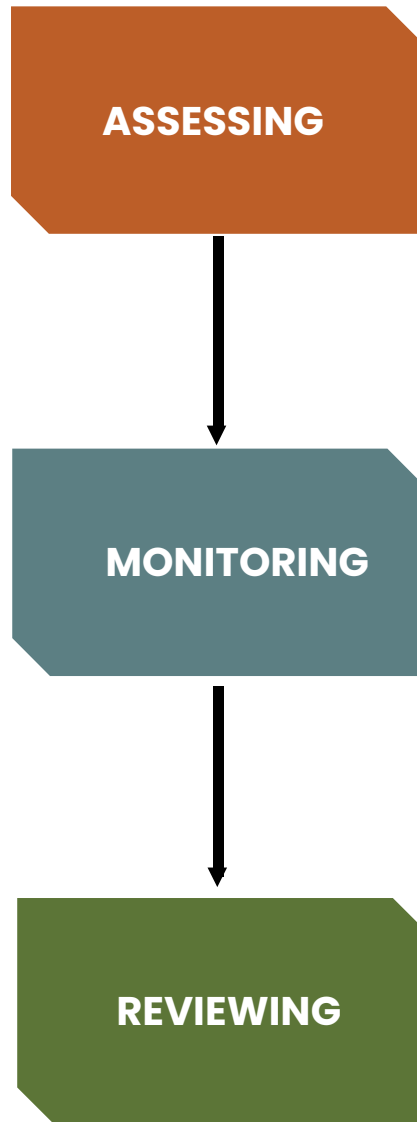
Be aware of your schedule. Be aware of the time required to report to work for each shift.



Maintain your gear to ensure that you are prepared for any urgencies.



# TRAINING GUIDELINES



# TRAINING PROCESS

**01**

Before starting training, an employee's training needs are assessed and planned by the training director

**02**

During training, the employees are monitored by the training Director.

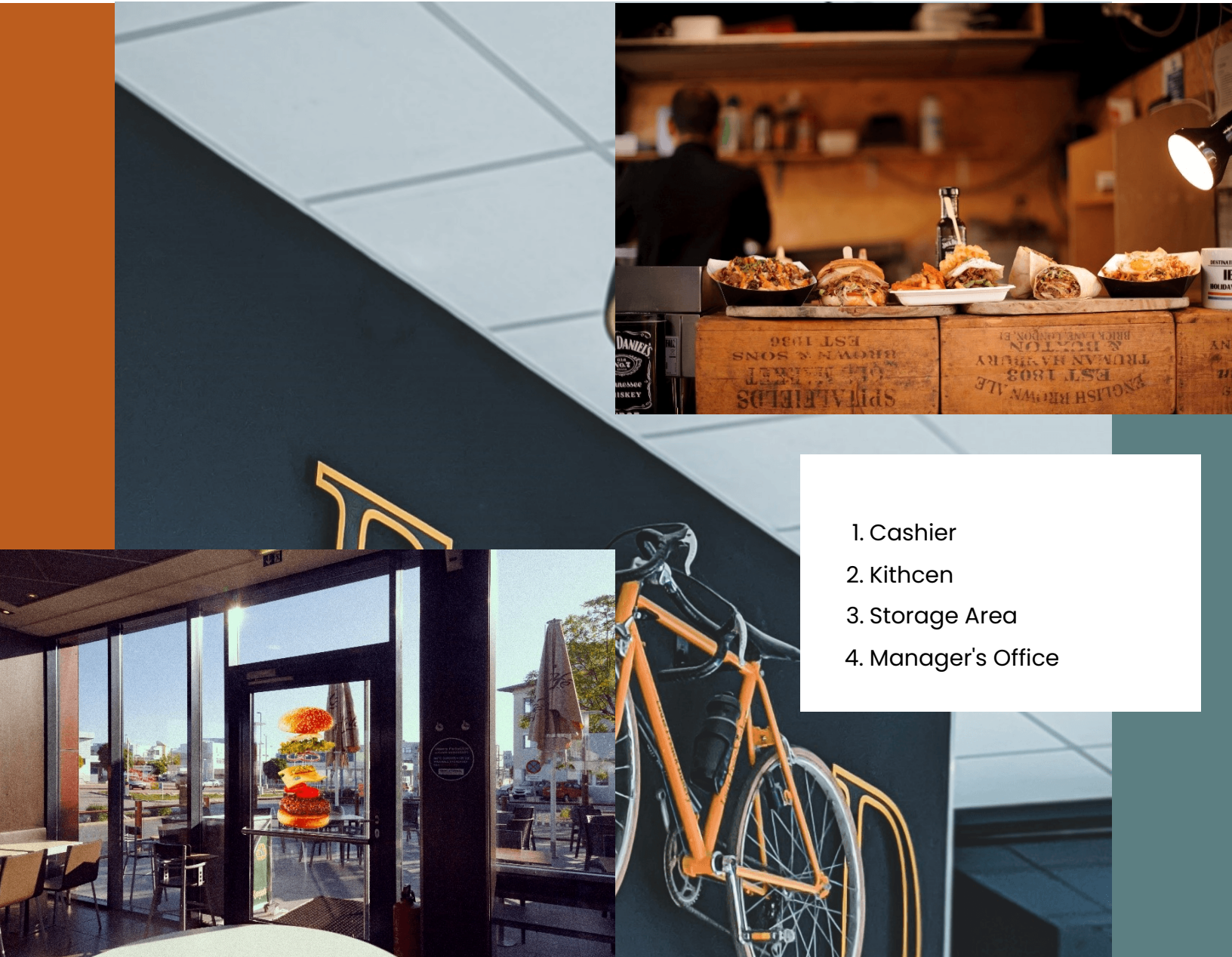
**03**

After training, an employee's performance is reviewed and evaluated.





# 1.1 AREA LAYOUT



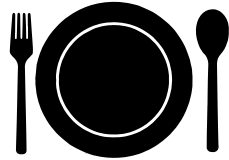
1. Cashier
2. Kithcen
3. Storage Area
4. Manager's Office



# TRAINING SCHEDULE

SESSIONS	DATE	TIME
Session 1	Monday	7 am - 4 pm
Session 2	Wednesday	8 am - 5 pm
Session 3	Friday	7 am - 4 pm





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