

ChildFriendly Lunch & Learn Resource

30-Day New Employee Roadmap

FIRST 30 DAYS SUCCESS PLAN

Employee: _____
Position: _____
Start Date: _____
Supervisor: _____

WEEK 1

Goal: Learn & Observe

By the end of Week One the employee should be able to:

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- ☐ Follow classroom routine
- ☐ Understand supervision expectations
- ☐ Know emergency procedures
- ☐ Understand ratios
- ☐ Locate supplies
- ☐ Learn children's names
- ☐ Meet every staff member
- ☐ Complete required paperwork
- ☐ Understand health & safety routines
- ☐ Observe parent interactions

Supervisor Comments

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WEEK 2

Goal: Participate

Employee should now be able to

- ☐ Lead one routine
- ☐ Complete documentation
- ☐ Participate in transitions
- ☐ Support meals
- ☐ Complete cleaning routines
- ☐ Follow behaviour guidance
- ☐ Ask appropriate questions
- ☐ Work with decreasing support

Supervisor Notes

WEEK 3

Goal: Build Independence

- ☐ Lead Circle Time
- ☐ Communicate with families
- ☐ Complete daily documentation
- ☐ Supervise confidently
- ☐ Follow classroom schedule independently
- ☐ Support behaviour positively
- ☐ Demonstrate initiative

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WEEK 4

Goal: Confidence

Employee demonstrates

- ☐ Confidence
 - ☐ Teamwork
 - ☐ Professional communication
 - ☐ Safe supervision
 - ☐ Understanding of policies
 - ☐ Positive relationships
 - ☐ Readiness for ongoing coaching
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Overall Progress

- ☐ Exceeding Expectations
- ☐ Meeting Expectations
- ☐ Additional Coaching Required