

Sample Training Plan for HUIT Employee’s First Year

HUIT is committed to providing learning and development opportunities for all new employee’s, regardless of their position or level. Training is critical to ensure employee engagement, motivation, and job satisfaction. Outlined below are guidelines for employees and managers to utilize as they develop a training plan during the first year of employment.

General Guidelines

Individual contributors should:

- Aim to complete the 6 [IT Academy](#) foundational courses within their first year or two of employment. The IT Academy is based on the model of the T-Shaped professional, whereby individuals should have both deep expertise in their job-specific requirements and broad knowledge across disciplines to become well-rounded IT professionals
- Complete 2-4 training offerings from [Center for Workplace Development \(CWD\)](#), [LinkedIn Learning](#), or [Harvard ManageMe Mentor](#) (Harvard key required)

Individuals with managerial responsibility should:

- Aim to complete the 6 [IT Academy](#) foundational courses within their first year or two of employment. The IT Academy is based on the model of the T-Shaped professional, whereby individuals should have both deep expertise in their job-specific requirements and broad knowledge across disciplines to become well-rounded IT professionals
- Complete 2-4 training offerings from [Center for Workplace Development \(CWD\)](#), [LinkedIn Learning](#), or [Harvard ManageMe Mentor](#) (Harvard key required)
- Register for CWD’s University Manager Training. Harvard’s [UMT program](#) equips managers with the knowledge and skills to be successful in this role.

Suggested questions to ask your new employee/manager:

For Managers	For New Employees
• What do you want to get from your work? • What areas would you like to improve? • Where would you like more responsibility? • What is preventing you from developing as you would like? • Which interests or talents would you like to develop? • What skills or experience would allow you to feel more confident at work?	• What knowledge areas are most important in my role? • Which technical areas would you recommend I learn or enhance? • Which non-technical areas would you recommend I learn or enhance? • How can I contribute in ways outside of standard roles and responsibilities? • What future projects / initiatives should I be planning for?

Sample Training Plan:

Training Activity	Resource	Notes
Months 1- 6		
HUIT Information Session	HUIT HR	All new HUIT employees will attend a HUIT Information Session on their first day delivered by members of the HUIT HR team. This session will provide an overview of HUIT.
Harvard Human Resources Orientation	CWD	This session will introduce the structure and culture of Harvard and will outline the benefits, perks, and opportunities for new Harvard employees.
HUIT Service Desk Orientation – ITSS	HUIT	Participants will receive a brief overview of the Service Desk support and scope, then get to know our user community by sitting with the front line, listening to live support calls. New hires will benefit from this experience by gaining a better understanding of HUIT's supported offerings, as well as an understanding of how to work with the Service Desk, in the context of their new role, to best support end users.
Working Remotely – LinkedIn Learning	LinkedIn Learning	
Service Mindset – IT Academy	IT Academy	
Digital Accessibility Foundations - IT Academy	IT Academy	
Trusted Advisor - IT Academy	IT Academy	
Months 6 – 12		
Information Security - IT Academy	IT Academy	
User Experience Foundations - IT Academy	IT Academy	
Universal Manager Training	CWD	
Navigating Change	CWD	
IT Methodologies - IT Academy	IT Academy	