


**DEPARTMENTAL TRAINING PLAN**  
**Accounting**

| Days   | Training Topic   | Date     | Time | Duration | Targeted Employees | Methods     |  | Trainer Name |
|--------|--|----------|------|----------|--------------------|-------------|---|--------------|
| Day 1  | * Introducing other Colleagues<br>* Discussing job Description |          |      | 2 Hours  | New Comers         | Discussion  | <input type="radio"/>   |              |
| Day 2  | Briefing about each department member responsibilities         |          |      | 2 Hours  | New Comers         | Theoretical | <input type="radio"/>   |              |
| Day 3  | How to open the cash envelopes                                 |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 4  | Reviewing the night auditor reports                            |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 5  | How to issue a supplier checks                                 |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 6  | How to act in case of Evacuation                               |          |      | 2 Hours  | New Comers         | Theoretical | <input type="radio"/>   |              |
| Day 7  | The Training Process in the department                         |          |      | 2 Hours  | New Comers         | Theoretical | <input type="radio"/>   |              |
| Day 8  | How to prepare the Petty Cash                                  |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 9  | *How to prepare the I.O.U<br>prepare A&G, A&P                  | * How to |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 10 | Cost control Issues  |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 11 | How to store items   |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 12 | How to issue items to outlets                                  |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 13 | How to use the back office fidelio                             |          |      | 2 Hours  | New Comers         | Practical   | <input type="radio"/>   |              |
| Day 14 | Grooming guidelines in the department                          |          |      | 2 Hours  | New Comers         | Theoretical | <input type="radio"/>   |              |
| Day 15 | * New Comers Feed back<br>* God father Feed back               |          |      | 2 Hours  | New Comers         | Theoretical | <input type="radio"/>   |              |

Newcomer Name: \_\_\_\_\_

Departmental Trainer Name \_\_\_\_\_

HOD Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_