Checklist of Training Material:

* Station Tour and introductions.
* Instruction on how to use the new phone system.
* Instruction on how to use the photocopier.
* Instructions on how to use the fax.
* Instruction of how to set up the Banner and tested.
* Instruction on how to set up the PA and tested.

* On line tour of the web site, Facebook, Twitter.
* Big Ant instruction and how to ensure you have a proper signature.
* Cruiser understanding- (refer to cruiser training material).
* Studio equipment Understanding (refer to studio training material).
* Information on pay schedule, paystub password etc.
* Understand Ontario Provincial Standards.
* Understanding of health and safety.
* Understanding of Employment Equity.

Further, it is my responsibility to ask any questions I may have.

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME PRINTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAINING EMPLOYEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_