

30-60-90 day training plan

One page per new hire, works for any role

1. Role and trainer

Fill this in before day one. Everything below points back to these five lines.

Role: _____

New hire: _____

Trainer: _____

Start date: _____

First solo shift target: _____

2. Days 1-30: learn

Teach it, then check it. A date taught and a date checked are usually two different days.

Skill or standard	How it's taught	How it's checked	Date signed

3. Days 31-60: perform

Every line needs a number or a solo shift behind it, not a supervisor's impression.

Task	Measurable target	How it's checked	Date signed

4. Days 61-90: own

Owning it means passing part of it to someone else, not just doing it well alone.

Task	Evidence it happened	Date signed

5. Check-ins

Two questions every time: what's working, and what isn't. Write down the answer even when it's small.

Day	What's working	What's not	Next 30 days	Signed

6. Certifications and compliance

Track the expiry date on this sheet, not in a separate binder.

Food handler cert: issued / expires: _____

Allergen training: date completed: _____

Alcohol service cert: issued / expires (if required): _____

- Food handler certification
- Allergen training
- Alcohol service certification, where required by the state

7. Sign-off

All three sign once day 90 clears, not before.

New hire (name, signature, date): _____

Trainer (name, signature, date): _____

Manager (name, signature, date): _____