

Welcome, Leah and Eli

Your first three working days at Cedar Bend Timberworks

1 October 2026 – 5 October 2026

Day 1 · Thu 01/10/2026

Time	Activity	Responsible
08:00–09:00	Welcome, paperwork and introductions	Elise / Nora
08:00	Welcome Leah and Eli	Elise
08:15	Payroll and time recording	Nora
08:40	Meet your colleagues	
09:00–10:00	Guided office and yard tour Office facilities, visitor routes and emergency arrangements.	Clara / Daniel
10:00–12:00	Separate learning sessions Leah: office accounts with Nora. Eli: protective equipment and site rules with Daniel.	
12:00–12:30	Lunch Unpaid meal break.	
12:30–15:00	Supported first tasks Leah: sample orders. Eli: demonstrations and instruction; no independent operation.	
15:00–16:00	Questions and first-day review Review questions, access and tomorrow's goals.	

Day 2 · Fri 02/10/2026

Time	Activity	Responsible
08:00–09:00	Recap and questions Review yesterday's learning.	
09:00–12:00	Office practice / equipment training Leah: order entry and calls. Eli: instruction and directly supervised training-area practice.	
12:00–12:30	Lunch Unpaid meal break.	
12:30–15:00	Follow an order through the business Leah: dispatch paperwork. Eli: equipment checks and supervised handling.	Clara / Daniel

Welcome, Leah and Eli — continued

Day 2 · Fri 02/10/2026

Time	Activity	Responsible
15:00–16:00	Record progress and plan Monday Agree progress and Monday’s goals.	

Day 3 · Mon 05/10/2026

Time	Activity	Responsible
08:00–09:00	Monday check-in Revisit questions after the weekend.	
09:00–12:00	Guided work and individual feedback Leah: orders for review. Eli: supervised practice; evaluation when ready.	
12:00–12:30	Lunch Unpaid meal break.	
12:30–15:00	Build confidence in the role Leah: dispatch handover. Eli: authorized tasks only, or continued supervised training.	Clara / Daniel
15:00–16:00	Agree the rest of the first week Set each starter’s next learning goals.	Elise / Nora / Daniel

Wisconsin local time. Nora guides Leah; Daniel trains Eli. Independent operation requires training, evaluation and authorization. Fictional Doksi example.



<https://doksi.publifye.com/specimen/schedule.pdf>