



Global Sales Training: Trainer Onboarding Guide



SALES FORCE CAPABILITY HUB

For Managers and Mentors

Guide to leading and coaching new trainers
through the onboarding process

Welcome to your Role as a Peer Mentor or Manager for new Trainers!

As a member of the Global Sales Training, we're excited that you will be supporting the development of new trainers on our team.

The bulk of the onboarding is completed over 90 days. You'll be working with people from various backgrounds. Some will be experienced professionals who are new to Superior, and others will be moving to their role from within Superior. You will be key to customizing the onboarding experience that takes into account their experience, skills and future assigned responsibilities.

As you work with the trainers assigned to you, please let us know if you have any questions. We look forward to taking this journey with you.



Overview of Manager/Mentor Guide

Click on the links below to go to...

- [Your Role](#)
- [90 day - Curriculum Overview](#)
- [Assigning Activities](#)
- [Coaching Resources](#)

You can also jump straight to the [Trainer Onboarding Guide](#)

Your Role as **MANAGER**

You are an integral part of the global onboarding process.

You will:

- Confirm 90 day curriculum based on trainer's previous role/experience
- Set training expectations
- Provide coaching and feedback
- Monitor progress

Specific Tasks:

- Conduct regular touch- point meetings
- Connect other stakeholders as needed to support training

Additional Responsibilities:

- Become acquainted with trainer's capabilities
- Be available to provide advice and guide professional development
- Ensure learning/training is being applied on the job
- Help address concerns or and resolve issues
- Facilitate many of the onboarding activities



Trainer

MANAGER

Mentor

Click on the links to the tools and resources below to support your learning, help structure your meetings, keep track of contacts, and learn more about Superior.

On-boarding Activity Details

Need more explanation of individual onboarding activities? Click on the links below for additional information.

- [Orientation: Activities 1-7, First 2 weeks](#)
- [Phase 1: Activities 7-11, First 30 days](#)
- [Phase 2: Activities 12-22, Days 31-60](#)
- [Phase 3: Activities 23-28, Days 61-90](#)

Building Your Global Team

- [Global Contact List](#)
- [Reaching Out Contact List](#): Organize your contact list of Rubric Partners
- [Reaching Out Discussion Guides](#): Worksheet for Rubric Partner meetings

Learn more about Global

- Global @ Superior
 - » [Training Design Team](#)
 - » [Organizational charts](#)
- How we can help
 - » [Technology Training Solutions](#)
 - » [Getting started with the LMS process](#)

**We wish you all
the best on the
journey ahead!**

The Global Sales Training Team

