

## Compliance Today – September 2021 Compliance department staff training

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By Donnetta Horseman

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Compliance professionals often focus on organization-wide compliance training. Training internal compliance department staff is just as important. Compliance department staff must stay current in their knowledge to be able to adequately support the organization.

### **Department onboarding**

Develop an onboarding program/checklist for new compliance department employees. Make sure they have the resources they need to be successful in their roles by providing key contacts, standard operating procedures, and other important department-specific information. Encourage new staff to schedule “get acquainted” meetings with others in the department so they know whom to go to when they need assistance or have specific questions. Managers should schedule 30-, 60-, and 90-day follow-ups with new employees to ensure that onboarding was successful.

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