A picture containing device

Description automatically generated

A drawing of a face

Description automatically generated­­

**Curriculum Map**

Assistant/Associate   
Scientific Director (ASD)   
New Hire Onboarding

*New Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Medical Program Manager (MPM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Introduction**

#### Welcome to the AbbVie US Medical Affairs (USMA) team! This *Curriculum Map* has been customized based on your experience and expertise. Keep it with you throughout your onboarding journey to stay grounded in your assignments, connections, and progress.

#### We are excited to integrate you into the team and mutually benefit from your unique contributions.

#### We have engaged cross-functional support to ensure you receive the world-class training, mentoring, coaching, connections, and insights that will set you up for success throughout your career at AbbVie.

#### We trust that you will maximize your investment and engagement during onboarding to set yourself up for success from the start.

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team**  “Welcome to the team! Our objective is to create a world class onboarding experience and to provide each and every employee, from the moment they arrive, the keys they need to succeed. I know that when given the right tools, the talented individuals on our team can make immediate and sustainable contributions that ultimately will impact patient’s lives. You have our commitment to providing an engaging and informative new team member journey that aligns to USMA’s mission, vision and culture values and includes continuous learning, development, and support.”  ~Vice President (VP) |

#### 

#### 

#### Resources & Tools

##### Support Ecosystem

##### Collaboration and connection are key for success on the job. While your core connection is with your manager, a strong support ecosystem is important to the success of your onboarding and career at AbbVie. Review each supporting role below to ensure we work together to maximize outcomes.

#### Diagram Description automatically generated

##### Assets

#### The key material assets that will guide you through onboarding are this *Curriculum Map* as well as the *Headquarters (HQ) Onboarding Playbook* which includes quick guides, key terms, acronyms, etc. The map should drive your onboarding activities on a daily, weekly, and monthly basis while the playbook should be consulted periodically throughout your onboarding.

Materials and training will be hosted on ***The Academy***, AbbVie’s Learning Management System (LMS), many of which are linked to the LMS from this map and the *Playbook*.

#### Your Onboarding Journey

Timeline

Description automatically generatedBelow are the key milestones on your journey to ensure your development is structured and sustained over time. Note that day counts (eg, Days 0-30) are calendar days, not business days.

|  |  |
| --- | --- |
|  | Week 1  * Orientation * Introductions * Access & Set-up   Days 0-30  * Lay groundwork * Learn & Practice * Establish working relationships   Days 31-60  * Continue Learn & Practice * Start Application * Build working relationships   Days 61-90  * Continue Application * Attestation * Deepen working relationships   Post 90 Days  * Reinforce through work * Additional Training/Systems |

#### Training Calendar

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FORMAT KEY** | | | | |
| Circle  Description automatically generated with low confidence  **LOOK** | Look for items from others (eg, invites, emails). Some may also be listed for you to “complete” once received. |  | Shape, arrow  Description automatically generated  **COMPLETE** | These items are tasks to be completed within the timeframe designated. |
| Icon  Description automatically generated with low confidence  **READ** | These on-demand resources are meant to be read and digested. Some may require attestation. |  | Icon  Description automatically generated  **ENGAGE** | Actively engage with these  on-demand trainings (eg, eLearning, video) to maximize your learning and preparation for application.. |
| Shape, circle  Description automatically generated  **DISCUSS** | During these discussions, content/concepts are introduced for the very first time. |  | Shape  Description automatically generated with medium confidence  **FOLLOW UP** | Follow-up discussions focus on going deeper, real-life application, and answering questions regarding on-demand training. |
| Icon  Description automatically generated  **TRAIN** | Live Training (in-person or virtual) focuses on demos, application, and/or case studies. | | | |
| **P In *Headquarters Onboarding Playbook*** | | | | |
| **CW In *ComplianceWire*** | | | | |

This section details the assignments, discussions, and training you will complete throughout your onboarding divided into key timeframes that align with the milestones outlined in *Your Onboarding Journey* above. The timeframes outlined in your calendar below have been customized based on your prior experience. Review this calendar and plan ahead to ensure completion of all line items within the outlined timeframes. All trainings are mandatory as this curriculum has been built for you to ensure long-term success.

**CALENDAR STRUCTURE**

* Under each key milestone (eg, Week of Welcome), the **PEOPLE** with whom you will work have been outlined (eg, manager, mentor).
* Under each person, the **FORMAT** of learning has been identified according to the key below.
* Under each format, the **TOPIC** of work has been identified including:
  + Administrative (eg, compliance, paperwork)
  + Business Acumen
  + Functional Skills (specific to your role)
  + Therapeutic Area (TA)-Specific

#### 

A picture containing device

Description automatically generated

#### Week of Welcome

***Week 1***

### **Week of Welcome**

***Week 1***

This phase of onboarding focuses on welcoming you to AbbVie by attending HR Orientation, connecting you with team members, and providing you access to systems. You will attend AbbVie’s HR Orientation on your first day. For the remainder of the week, you will connect with your Manager, Mentor/SME(s), and team as well as receive key initial trainings from others within your support ecosystem.

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team** |
| “Onboarding sets the foundation necessary for a truly successful New Hire experience. Giving New Hires adequate time to adapt to their new role will undoubtedly result in more engaged, agile, and confident colleagues. The value of this up-front investment in our employees is immeasurable.”  ~ Associate/Assistant Scientific Director (ASD) |

|  |
| --- |
| *In each remaining section of the document, you will find tables like the one below outlining what you will complete as independent work. Dots to the right identify who will follow up with you for further discussion or training (if needed).*  *These checklists are comprehensive to ensure that you are onboarded effectively to excel in your role at AbbVie. Most New Hires are surprised at how quickly the training goes, and your manager, mentor, etc. are here to support you every step of the way.* |

| Independent Work |
| --- |
| **LOOK** |
| **ADMINISTRATIVE** |
| **Look for:**   * Hardware, cell phone, and badge to come in the mail * Welcome email from US Medical Excellence (USMX) * Access to systems applicable to your role as an ASD * Introduction meeting invites from your manager to Therapeutic Area (TA) contacts/key cross-functional team members * Invite(s) from Mentor and/or SME(s) to connect over the course of onboarding * Initial Training Class (ITC) Overview email from US Medical Excellence (USMX) Learning & Development (L&D) |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **COMPLETE** |
| **ADMINISTRATIVE** |
| * Contact manager if missing access to systems (eg, LERN, ComplianceWire, Microsoft Teams) or you are unable to login * Attend AbbVie HR Orientation * Attend USMX Orientation * Attend “Introduction to Mentor” with manager * Attend “Introduction to Team” with manager * Attend “Introduction to National Director and Field Director” with manager * Attend “End of Week Q&A/Look Ahead” with manager |
| **BUSINESS ACUMEN** |
| * Set up and attend 1:1 introduction meetings with key cross-functional partners as directed by manager |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| **Independent Work** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * Read introduction email to broader organization (sent by manager) | |  |  |  |  |  | |  |
| * Use of Communication PlatformsP | | **•** | ***Days  0-30*** |  |  |  | |  |
| * Key Tools, Links & Systems GlossaryP | | **•** | ***Days  0-30*** |  |  |  | |  |
| * COMPASS (What)P | | **•** |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Scientific Interaction Excellence Model (SIEM) Quick GuideP | | **•** | ***Days  0-30*** |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * AbbVie USMA Terminology & AcronymsP | | **•** |  |  |  |  | |  |

| **Independent Work** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * LERN Modules | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, your manager and mentor will discuss the topics listed below with you.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager** |  | **Mentor/SME** | |
| **DISCUSS** |  | **NO MEETINGS** | |
| **ADMINISTRATIVE** |  | | *Besides the “Introduction to Mentor” meeting, you will not be meeting formally with your mentor during the Week of Welcome.*  *All items identified as follow-up with your mentor in your individual work in this section will be followed up in the first 30 days during the Foundations phase of your onboarding.*  *Any discussions with your mentor will be focused on their experience with applying knowledge and concepts on-the-job and from day-to-day within your role.*  *They will be an important resource for understanding how the policies, procedures, and practices play out practically and compliantly.* |
| * Welcome/What to Expect * Compliance Wire/LERN (LERN modules must be completed within first 5 days of hire) * Core Job Responsibilities (including expectations for the first phase - Foundational Training) * MyAbbVie and Other Internal WebsitesP * TA Mission & Vision * COMPASS (What)P |  | |
| **BUSINESS ACUMEN** |  | |
| * TA/Team Culture: Mission & Vision * Virtual Presence & Tools |  | |
| **FUNCTIONAL** |  | |
| * Meeting Invitations and Prioritization |  | |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, USMX and/or others (eg, Human Resources [HR], your Therapeutic Area [TA] Administrator, your Medical Program Manager [MPM]) will train you on the topics listed below.** |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * USMX Orientation |  | * **HR:** AbbVie HR Orientation * **MPM:** Meeting Invitations & Prioritization * **TA Admin:** will provide your cost center |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * AbbVie USMA Culture: Mission & Vision |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| TA-Specific |
| --- |
| **TRAIN** |
| * TA Mission & Vision |
| Icon  Description automatically generated**COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |

#### A picture containing device Description automatically generated

FOUNDATIONS

*Days 0-30*

#### 

#### Foundations *Days 0-30*

This phase of onboarding focuses on laying the groundwork of knowledge and skills through initial learning and practice. During this phase, you will also establish working relationships that will drive your success at AbbVie. You will deepen the collaboration and connection with those you were introduced to during the Week of Welcome and be connected to key cross-functional partners (eg, individuals in USMA, Commercial, Clinical Development).

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team** |
| "When starting at a new company, the onboarding process is clearly one of the most important to lay the groundwork for future success. Being welcomed into a company with a concise, organized approach can make the difference between an employee staying for a year or a lifetime."  ~Field Director (FD) |

| Independent Work |
| --- |
| **LOOK** |
| **ADMINISTRATIVE** |
| * Email introduction to key cross-functional team members from your manager * SME Contact List from US Medical Excellence (USMX) |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **COMPLETE** |
| **ADMINISTRATIVE** |
| * Meet with Manager on pre-determined schedule and as needed (minimum of once a week) * Meet with Mentor/SME(s) as scheduled (recommended at least 1 per week) * Reach out to a Field Director (FD) and provide them with an agenda to discuss *Scientific Interaction Excellence Model* (*SIEM) Point of View* and *Medical Science Liaison* (*MSL) Day in the Life*. * Reach out to National Director (ND) and provide them with an agenda to discuss *DPO/Insights* and *MO/MDTs*. |
| **BUSINESS ACUMEN** |
| * Set up and attend introduction meetings with key cross-functional partners as identified by your manager * If you will sit on an IBT (integrated brand team), reach out to your IBT PM for onboarding   + If you will sit on any PCM (pipeline commercialization model), sub-groups, set up a 1-on1 with the Asset Lead PM |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| **Independent Work** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * NQ-RDLC-GMA-0013EN The AbbVie Code of Business ConductCW | |  |  |  |  |  | |  |
| * QMR02-02-001 Personnel Qualification – Personnel ’s ResponsibilitiesCW | |  |  |  |  |  | |  |
| * QMR02-02-005 Assessing and Reconciling Taken Past Due Training EventCW | |  |  |  |  |  | |  |
| * PA-005.AV Social Media PolicyCW | |  |  |  |  |  | |  |
| * Brief: Developing Externally Facing Materials for Clinical Trial SupportCW | |  |  | **•** |  |  | |  |
| * CFM5020-AV: Corporate Card PolicyCW | |  |  |  |  |  | |  |
| * Q-18-03-100-W002 Guideline for Field Medical Acceptable PracticesCW | | **•** |  |  |  |  | |  |
| * Q-18-03-102 Nurse Educator Acceptable PracticeCW | | **•** |  |  |  |  | |  |
| * QPP15 PharmacovigilanceCW | | **•** |  |  |  |  | |  |
| * Ordering Business CardsP | |  |  |  |  |  | |  |
| * Adding Your Photo to MySitesP | |  |  |  |  |  | |  |
| * USMX Partnership Deck | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * 1-7-5 Brand Planning Overview | | **•** |  |  |  |  | |  |
| * AbbVie Excellence AwardsP | | **•** |  |  |  |  | |  |
| * Vendor ManagementP | |  | **•** |  |  |  | | **•** |
| * InvoicingP | |  |  |  |  |  | | **•** |
| * Agility with TechnologyP | | **•** |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * QMR02-02-005 Assessing and Reconciling Taken Past Due Training Event (employee)CW | |  |  |  |  |  | |  |
| * GPRDLC-GPV-00185EN Recognizing and Reporting Safety Information at AbbVieCW | |  |  |  |  |  | |  |
| * Q-18-03-100-W0Q2: Guideline for Field Medical Acceptable PracticesCW | | **•** |  |  |  |  | |  |
| * Q-18-03-001 Investigator Initiated Studies (IIS) under Research and Development Global Medical AffairsCW | | **•** |  |  |  |  | |  |
| * AbbVie Governance StructureCW | | **•** |  |  |  |  | |  |
| * QPP18 Acceptable Practices for Healthcare Professional (HCP)/Customer InteractionsCW | |  |  |  |  |  | |  |

| **Independent Work** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Scientific Interaction Excellence Model (SIEM) Introduction (4 eModules) | | **•** | **•** | **•** |  |  | |  |
| * US Medical Affairs (USMA) 101 | |  |  | **•** |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Pharma 101 (if new to industry) | |  |  | **•** |  |  | |  |
| * Promotional Material Review | | **•** | **•** |  |  |  | |  |
| * Consistent with Federal Drug Administration (FDA) Labeling (module) | | **•** | **•** |  |  |  | |  |
| * Clinical Trials Overview (module) | |  | **•** |  |  |  | |  |
| * A Day in the Life of a Medical Science Liaison (MSL) video | |  | **•** |  |  |  | |  |
| * Systems Training (Veeva, etc.) | | **•** | **•** |  |  |  | |  |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, your manager and mentor will discuss the topics listed below with you.** |

|  |  |  |
| --- | --- | --- |
| **Manager** |  | **Mentor/SME** |
| **DISCUSS** |  | **DISCUSS** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * AbbVie Governance Structure * Pipeline Commercialization Model * COMPASS (How, TA Codes)P * Concur Travel & Expense (CTE) * Human Resources (HR) Performance Overview |  | **Mentor:**   * How to access poster presentations and abstracts * How to access resources from Global Medical Information (GMI) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * US Medical Affairs (USMA) to Therapeutic Area (TA) Strategy 101 |  | * What Strategic Planning/Thinking looks like day-to-day (shared with USMX) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * IBT Structure Introduction * Scientific Narrative - Content Review * Who's Who US Medical Affairs (USMA) & Cross-Function & What do they Do? * Introduction: Data Generation * Investigator Initiated Studies (IIS)/Real World Evidence (RWE) overview |  | * Experience, best practices, and pitfalls for cross-function and in-team collaboration |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, USMX and/or others (eg, Human Resources [HR], your Therapeutic Area [TA] Administrator, your Medical Program Manager [MPM]) will train you on the topics listed below.** |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | **TA Administrator:**   * HR Connect * Workday * Cost Center |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * Strategic Planning/Thinking (shared with Mentors/SMEs) * Ways of Working with the Integrated Brand Team (IBT) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * Material Review (Commercial, Medical, Consistent with FDA-required Labeling [CFL]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| TA-Specific |
| --- |
| Icon  Description automatically generated**LOOK** |
| * [MPM insert or delete if not applicable] |
| Icon  Description automatically generated**COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |

A picture containing device

Description automatically generated

FUNDAMENTALS

***Days 31-60***

### **Fundamentals**

***Days 31-60***

This phase of onboarding continues diving deeper into learning and practice of knowledge and skills while beginning on-the-job application and further experiential learning during Initial Training Class (ITC). During this phase, you will build on the working relationships you established during the previous phase of onboarding.

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team** |
| “When people are new to their role, their job is to learn how to execute. Education AND application both need to occur for people to truly learn the job. By taking this approach, the New Hire and the entire enterprise will benefit.”  ~ Associate/Assistant Scientific Director (ASD) |

##### Zoom In: Initial Training Class (ITC)

|  |  |
| --- | --- |
| **ITC Entrance Criteria**  You will attend Initial Training Class (ITC) between weeks 6 and 12. Your manager must approve your attendance by confirming you have completed all entrance criteria listed below before attendance.   * Live Orientation * All tasks, trainings, and discussions listed in this Onboarding Calendar in timeframes prior to the scheduled ITC | **ITC Exit Criteria**  At the conclusion of ITC, you will work with USMX to complete a Readiness Checkpoint with a plan for follow-up. |

To see a list of topics covered at Initial Training Class (ITC), see the USMX section in Fundamentals (Days 0-30), later in this section.

| Independent Work |
| --- |
| **LOOK** |
| **ADMINISTRATIVE** |
| * Look for “Introduction to ITC” email and any associated pre-work from USMX |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **COMPLETE** |
| **ADMINISTRATIVE** |
| * Register for the New Hire course on the Library Services training website at go/library * Meet with Manager on pre-determined schedule and as needed (minimum of bi-weekly) * Meet with Mentor/SME(s) as scheduled (recommended at least 1 per week) * Complete ITC pre-work * Attend Initial Training Class (ITC) as scheduled by USMX |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * Guidelines for Medical Affairs Engagement in Clinical TrialsCW | | **•** | **•** |  |  |  | |  |
| * B8-00.AV Scientific Publication PolicyCW | |  |  |  |  |  | |  |
| * QDC01-01-001 Documentation PracticesCW | |  |  |  |  |  | |  |
| * RM-00.AV Records Management PolicyCW | |  |  |  |  |  | |  |
| * Financial Compliance Refresher: Meals with HCPsCW | |  |  |  |  |  | |  |
| * CFM5010 AV: Employee Business Expenses (EBE) CW | | **•** |  |  |  |  | |  |
| * TVL-01AV: AbbVie Travel PolicyCW | | **•** |  |  |  |  | |  |
| * QPP18-W01 Medical Affairs Engagement in Clinical TrialsCW | | **•** | **•** |  |  |  | |  |
| * B2-10-001.AV Operating Procedures for Program Funding (OPPF) CW | | **•** |  |  |  |  | |  |
| * SciReachP | |  | **•** | **•** |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * B2 Procedures: Interactions with HCP Licensed in [State]P | | **•** |  |  |  |  | |  |
| * QPP08-01 Promotional & Non-Promotional Material ReviewCW | | **•** |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Narrowly Tailored Unsolicited Requests & Appropriate Responses | |  |  |  |  |  | |  |
| * Stating Data in an Objective Manner & Avoiding Claims | | **•** | **•** |  |  |  | |  |
| * USMA Proactive Email / Text Job Aid | |  |  |  |  |  | |  |
| * Quality and Compliant Data Point Observations | | **•** | **•** |  |  |  | |  |
| * Best Practices for Requesting Slide Decks and Literature for HCPs from Global Medical Information | |  |  |  |  |  | |  |
| * Medical Functional Plan Process | | **•** |  | **•** |  |  | | **•** |
| * Data on File Process | |  |  | **•** |  |  | |  |
| * Congress Presence | |  |  | **•** |  |  | |  |
| * Creation & Training of Medical resources | |  | **•** | **•** |  |  | |  |
| * Contact for Misc. Support/Service (Library, etc.) | |  |  |  |  |  | |  |
| * NQ-RDLC-GMA-00288EN Getting Started with ContractsCW | |  |  |  |  |  | |  |
| * M01: Review and Approval of Non-Promo MaterialsCW | | **•** |  |  |  |  | | **•** |
| * M01.AV Policy for the Review and Approval of Non-Promotional Materials Created by R&D, Operations, and HEORCW | | **•** |  |  |  |  | |  |
| * M01-01-001.AV Procedure for the Review and Approval of Non-Promotional Materials Created by R&D, Operations, and HEORCW | | **•** |  |  |  |  | |  |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * Module 1\_US Field Medical Guiding Principles | |  |  |  |  |  | |  |
| * Module 2\_Off-Label Interactions with Customers | |  |  |  |  |  | |  |
| * GMA\_Open Door Training | | **•** | **•** |  |  |  | |  |
| * RDLC-GMA-00002EN Meals with Healthcare Professionals | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Integrated Brand Team (IBT) Module | | **•** |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Pharma 101 (if new to industry) | |  |  | **•** |  |  | |  |
| * Module 3: Interactions with Commercial Organization Personnel | | **•** |  |  |  |  | |  |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, your manager and mentor will discuss the topics listed below with you.** |

|  |  |  |
| --- | --- | --- |
| **Manager** |  | **Mentor/SME** |
| **DISCUSS** |  | **DISCUSS** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * Budgeting (follow-up discussion to Medical Program Manager [MPM] training) * Data Point Observations (DPOs) to Insights: Therapeutic Area (TA) process and best practices |  | * Best Practices for DPO to Insights (reinforce after ITC) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * Advisory Boards |  | * Tips/Tricks for Advisory Board (follow-up from Manager discussion) |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, USMX and/or others (eg, Human Resources [HR], your Therapeutic Area [TA] Administrator, your Medical Program Manager [MPM]) will train you on the topics listed below.** |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * Budgeting (with Medical Program Manager [MPM] also discussing with manager) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * Presentation Skills * Active Listening * Scientific Storytelling |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * Medical Program Manager (MPM) will facilitate Annual Consulting Plan Review discussion with Central Consultancy Group (CCG) |

| TA-Specific |
| --- |
| Icon  Description automatically generated**LOOK** |
| * [MPM insert or delete if not applicable] |
| Icon  Description automatically generated**COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |

#### A picture containing device Description automatically generated

#### 

FLUENCY

***Days 61-90***

### **Fluency**

***Days 61-90***

This phase of onboarding focuses on application and building further knowledge/skills. Attestation to knowledge and skills learned is completed during Scientific Certification, and you will continue to deepen your working relationships, leveraging your Mentor/SMEs to better understand how to work cross-functionally.

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team** |
| “New Hires bring an incredible amount of value to the company based on their education and previous work experience. Onboarding helps them figure out the best way to apply those talents at AbbVie."  ~Associate/Assistant Scientific Director (ASD) |

| Independent Work |
| --- |
| **LOOK** |
| **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **COMPLETE** |
| **ADMINISTRATIVE** |
| * Meet with Manager on pre-determined schedule and as needed (minimum of monthly) * Meet with Mentor/SME(s) as scheduled (recommended at least once during this phase) * Near end of phase, discuss with your mentor when to meet for post-90 discussion topic(s) if applicable * After discussions/training complete, complete your Scientific Certification with your manager |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * Q-18-02-001-W003 AbbVie Scientific Booths | | **•** |  |  |  |  | |  |
| * PD21 Central Consultancy GroupCW | | **•** |  |  |  |  | |  |
| * Records Management (RM)CW | | **•** |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Payer AcademyP | |  |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Copyright | | **•** |  |  |  |  | |  |
| * B5-00.AV Interactions with CompetitorsCW | |  |  |  |  |  | |  |
| * US Medical Affairs (USMA) Research Governance | |  |  |  |  |  | |  |
| * Q-18-03-100 Field Medical Acceptable PracticesCW | |  |  |  |  |  | |  |
| * Q-18-02-003 Submissions to US Compendia, Clinical Guideline, or Clinical Pathway OrganizationsCW | |  |  |  |  |  | |  |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Working within Matrix | | **•** | **•** |  |  |  | |  |
| * Financial Acumen | | **•** |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * What is Learn. Develop. Perform. (LDP)? | | **•** |  |  |  |  | |  |
| * Governance and Pipeline Commercialization Model | |  |  |  |  |  | |  |
| * Introduction to One R&D, Acceleration, Cross-functional R/R and Structure | |  |  |  |  |  | |  |
| * Medical Affairs Trial Support Activities (2 modules) | |  |  |  |  |  | |  |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, your manager and mentor will discuss the topics listed below with you.** |

|  |  |  |
| --- | --- | --- |
| **Manager** |  | **Mentor/SME** |
| **DISCUSS** |  | **DISCUSS** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * 1-7-5 Deep Dive * Investigator Initiated Research (IIR)/Investigator Initiated Studies (IIS) following US Medical Affairs (USMX) training * Data Generation Deep Dive * Insights – Curating and Translating |  | * Tips/Tricks for curating and translating insights (following manager discussion) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * Clinical Trials Scenarios (Workshop in a Box) |  | * Tips/Tricks for Data Generation (following manager discussion) * Vision Demonstration & Resources Overview * Citrus Demonstration & Resources Overview |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, USMX and/or others (eg, Human Resources [HR], your Therapeutic Area [TA] Administrator, your Medical Program Manager [MPM]) will train you on the topics listed below.** |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * [Manager fill in or delete if no content is put here from the appendix (Just-In-Time)] |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * Decision Making |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * Investigator Initiated Research (IIR)/Investigator Initiated Studies (IIS) Training * Clinical Trial (CT)/Pipeline Support * Trial Governance Framework * Clinical Trials Scenarios * Evidence Generation Overview |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |

| TA-Specific |
| --- |
| **LOOK** |
| * [MPM insert or delete if not applicable] |
| **COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |

|  |
| --- |
| **Shape, circle  Description automatically generated Congratulations!** |
| Once you complete the checklist items in this Curriculum Map, you have completed your AbbVie Medical Affairs onboarding.  Thank you for putting in the hard work to set yourself, our team, and ultimately patients up for success.  We value the expertise and experience that you bring to our team and look forward to working together to ensure the very best CARE for every patient.  People. Passion. Possibilities.® |

A picture containing device

Description automatically generated

ELEVATION

***Post 90 (ASAP)***

### **Elevation**

***Post 90***

This final phase of onboarding focuses on reinforcing on-the-job learning as well as understanding additional AbbVie programs/systems. Meetings with your Mentor are now on an as-needed basis to complete the assignments for this phase of onboarding.

|  |
| --- |
| Shape  Description automatically generated with medium confidence **Hear From the Team** |
| “As leaders, it is our responsibility to ensure that New Hires have dedicated time and space to learn and grow in their first 90 days. When we invest this time upfront, we provide strong support to help them achieve their goals and demonstrate our ongoing commitment to their development.”  ~Field Director (FD) |

|  |
| --- |
| **Manager & MPM Reminder** |
| **If this section is needed** to redistribute content from Just-in-Time or other sections of the *Curriculum Map*, copy the appropriate items and icons here. Additionally, move the “Congratulations” message from the end of the Fluency section to the end of this section so that it occurs on the last page of the *Curriculum Map*.  **If this section is not needed,** remove it and the Elevation step from the *Curriculum Map* at the beginning of this document. |

|  |
| --- |
| Independent Work |
| **LOOK** |
| **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **COMPLETE** |
| **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) | |  |  |  |  |  | |  |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, your manager and mentor will discuss the topics listed below with you.** |

|  |  |  |
| --- | --- | --- |
| **Manager** |  | **Mentor** |
| **DISCUSS** |  | **DISCUSS** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |

|  |
| --- |
| Icon  Description automatically generated **In addition to follow-up on the items identified in your Individual Work, USMX and/or others (eg, Human Resources [HR], your Therapeutic Area [TA] Administrator, your Medical Program Manager [MPM]) will train you on the topics listed below.** |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * (Manager fill in or delete if no content is put here from the Appendix [Just-In-Time]) |  | * Manager fill in or delete if no content is put here from the Appendix Just-In-Time); specify which role (Human Resources, Therapeutic Area Administrator, or Medical Program Manager) will train the New Hire for each topic |

| TA-Specific |
| --- |
| Icon  Description automatically generated**LOOK** |
| * [MPM insert or delete if not applicable] |
| Icon  Description automatically generated**COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generatedIcon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |

A picture containing device

Description automatically generated

APPENDIX

*Just-In-Time (JIT)*

### **APPENDIX: Just-In-Time**

|  |
| --- |
| **Manager Reminder** |
| Distribute all of the items in this section to the appropriate timeframe in the Training Calendar based on:   * When the New Hire was hired * Your team’s needs * Collaborating with USMX and your MPM   In some cases, you may remove items based on your New Hire’s experience.  **After distributing/removing items, delete the Appendix.** |

##### Zoom In: Advanced Training Class (ATC)

|  |  |
| --- | --- |
| **ATC Entrance Criteria**  Advanced Training Class (ATC) focuses on application, problem-solving, and sharing best practices after you have spent some time on the job. Your manager must approve your attendance by confirming you have completed all entrance criteria listed below.   * Spent ≥2 months on the job * Completed Live Orientation & ITC * Passed Certification(s) * Demonstrated competency of professional and functional skills * All training listed in this Curriculum Map through 90 days | **ATC Exit Criteria**   * Complete ATC * Commentary provided to manager by USMX on ATC observations of your strengths and opportunities for development |

To see a list of topics covered at Advanced Training Class (ATC), see the USMX section in later in this section.

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * PLN | | **•** |  |  |  |  | | **•** |
| * AbbVie Employee PerksP | | **•** |  |  |  |  | |  |
| * Performance Management (Goal Review, Performance Review, TMR)P | | **•** |  |  |  |  | |  |
| * Annual Planning Process OverviewP | | **•** |  |  |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Site Engagement Playbook (only for TAs with EC programs) | |  |  |  |  |  | |  |
| * Clinical Trials Acronyms Quick GuideP | |  |  |  |  |  | |  |
| * Brief: Clinical Trials Work | |  |  |  |  |  | |  |
| * One R&D, Roles/Responsibilities & Locating Trial Resources Brief | |  |  |  |  |  | |  |
| * Clinical Trial Prioritization & Trial Resource Toolkit | |  |  |  |  |  | |  |
| * Congress Booth Playbook | | **•** | **•** |  |  |  | |  |
| * Q-18-02-001-W106 Medical Information Congress Booth Acceptable PracticesP | | **•** | **•** |  |  |  | |  |
| * CBIC | | **•** | **•** |  |  |  | |  |
| * Symposia | | **•** | **•** |  |  |  | |  |
| * Annual Consulting Plan ReviewP | |  |  |  |  |  | | **•** |

| Independent Work | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENGAGE** | | **FOLLOW UP** | | | | | | |
|  |  | **Manager** | **Mentor/ SME** | **USMX** | **HR** | **TA Admin** | **MPM** | |
| **ADMINISTRATIVE** | | | | | | | | | |
| * FutureFit | | **•** |  |  |  |  | |  |
| **BUSINESS ACUMEN** | | | | | | | | | |
| * Advisory Boards | |  |  | **•** |  |  | |  |
| **FUNCTIONAL** | | | | | | | | | |
| * Clinical Trials: CITRUS Site Recommendations Platform (Website; Recording; Slides) | | **•** |  |  |  |  | |  |
| * VISION Dashboard for Medical Affairs (Website; Recording; Slides) | | **•** |  |  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| **Manager** |  | **Mentor** |
| **DISCUSS** |  | **DISCUSS** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * Talent Link |  | * N/A |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * N/A |  | * N/A |

|  |  |  |
| --- | --- | --- |
| **USMX** |  | **OTHER** |
| **TRAIN** |  | **TRAIN** |
| **ADMINISTRATIVE** |  | **ADMINISTRATIVE** |
| * N/A |  | * Launch Readiness (Medical Program Manager [MPM] will train on logistics, deliverables) |
| **BUSINESS ACUMEN** |  | **BUSINESS ACUMEN** |
| * N/A |  | * N/A |
| **FUNCTIONAL** |  | **FUNCTIONAL** |
| * *Only for Therapeutic Areas (TAs) with EC programs:* US Medical Affairs (USMA) Acceleration Team Organization, Therapeutic Area (TA) Operations Choreography, and Ways of Working (WoW) |  | * N/A |

| TA-Specific |
| --- |
| Icon  Description automatically generated**LOOK** |
| * [MPM insert or delete if not applicable] |
| Icon  Description automatically generated**COMPLETE** |
| * [MPM insert or delete if not applicable] |

| TA-Specific | |  | | |
| --- | --- | --- | --- | --- |
| Icon  Description automatically generated**READ** | | **FOLLOW UP** | | |
|  |  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |
| * [MPM insert or delete if not applicable] | |  |  |  |

| TA-Specific | | | |
| --- | --- | --- | --- |
| Icon  Description automatically generated**ENGAGE** | **FOLLOW UP** | | |
|  | **Manager** | **Mentor/ SME** | **MPM** |
| * [MPM insert or delete if not applicable] |  |  |  |
| * [MPM insert or delete if not applicable] |  |  |  |