



Week 1

Week 2

Week 3

Week 4

Company overview

Grid guidance | Start here!

Company history

Glossary of key terminology

Core product/service offerings

Key performance targets

Core values

Organizational structure

Business plan

Overview of operating model

Overview of brand bible and guidelines

Vision, mission and objectives

Key staff overview

HR and Legal

The induction process | Kick-off meeting

Mentor assignment and introduction

Illness and sick pay

Business card

Company car