

ALL PAGES

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INCLUDED PAGES

EMPLOYEE ORIENTATION AGENDA

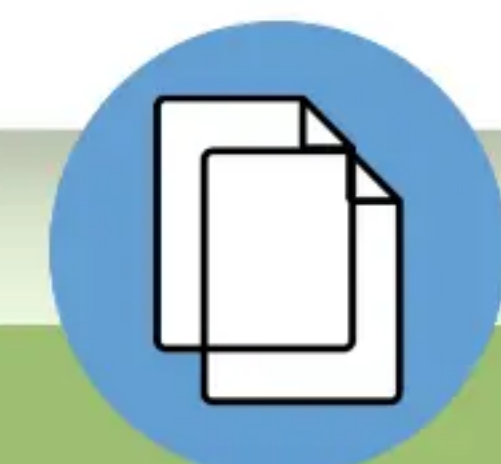
LOGO
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Date:		Time:	
Location:		Orientation Leader:	

NO.	ITEM	WHO	WHEN
1	Welcome Session	Orientation Leader	9:00 AM – 9:30 AM
<input type="checkbox"/>	Introduction to the Company		
<input type="checkbox"/>	Overview of the Day's Agenda		
<input type="checkbox"/>	Icebreaker Activity		
2	Company Overview	HR Representative	9:30 AM – 10:00 AM
<input type="checkbox"/>	Mission, Vision, and Values		
<input type="checkbox"/>	Company History		
<input type="checkbox"/>	Organizational Structure		
3	HR Policies & Procedures	HR Representative	10:00 AM – 10:45 AM
<input type="checkbox"/>	Employment Policies		
<input type="checkbox"/>	Benefits Overview		
<input type="checkbox"/>	Time Off and Leave Policies		
<input type="checkbox"/>	Payroll Procedures		
4	Safety & Security Procedures	Safety Officer	10:45 AM – 11:15 AM
<input type="checkbox"/>	Workplace Safety Guidelines		
<input type="checkbox"/>	Emergency Procedures		
<input type="checkbox"/>	Security Protocols		
5	Department Overview	Department Managers	11:15 AM – 12:00 PM
<input type="checkbox"/>	Introduction to Department Heads		

<input type="checkbox"/>	Overview of Department Goals		
<input type="checkbox"/>	Department Role and Responsibilities		
LUNCH BREAK		12:00 PM – 1:00 PM	
6	IT & Systems Orientation	IT Specialist	1:00 PM – 2:00 PM
<input type="checkbox"/>	Introduction to IT Policies		
<input type="checkbox"/>	Setup and Overview of Systems		
<input type="checkbox"/>	Cybersecurity Best Practices		
7	Training & Development	HR Representative	2:00 PM – 2:45 PM
<input type="checkbox"/>	Overview of Training Programs		
<input type="checkbox"/>	Performance Expectations / Evaluations		
<input type="checkbox"/>	Career Development Paths		
8	Q&A Session	Orientation Leader	2:45 PM – 3:15 PM
9	Conclusion & Next Steps	Orientation Leader	3:15 PM – 3:30 PM

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