Day 1 Agenda

| ORIENTATION ACTIVITY | TIME | ORGANIZER | COMPLETE | COMMENTS |
| --- | --- | --- | --- | --- |
| Meet with manager + human resources at reception   * *Take company ID photo* * *Assign security pass / fob* * *Collect completed paperwork* | 9:30 AM | HR | ▢ |  |
| One-on-one meeting with manager   * *Create trust agreement* * *Review orientation program agenda* * *Address questions / concerns* | 9:45 AM | Manager | ▢ |  |
| Meet and greet with the team   * *Coffee in lunchroom or off-site* | 10:15 AM | Manager | ▢ |  |
| Meet with human resources (part 1)   * *Finish paperwork* * *Review employee handbook / key policies* | 11:00 AM | HR | ▢ |  |
| Lunch with “buddy” or manager   * *Lunchroom (ideal) or off-site* * *Discuss culture* | 12:00 PM | Buddy / Manager |  |  |

| Setup computer and systems   * *Receive computer equipment* * *Grant network access* * *Activate software licenses* | 1:30 PM | IT | ▢ |  |
| --- | --- | --- | --- | --- |
| Tour facility / office   * *Kitchen, washrooms* * *Stationary supply room* * *Emergency exits* * *First aid room* | 2:00 PM | Manager / Office Manager / Admin Assistant | ▢ |  |
| Free / flex / chill time   * *Grab coffee with a co-worker* * *Browse company intranet* * *Review employee handbook* * *Just chill a bit* | 2:30 PM | Manager | ▢ |  |
| Product / service training (part 1)   * *Product overview and services provided* * *Competitors and competitive advantages* * *Product hands-on (intro)* | 3:00 PM | Manager / Product Team | ▢ |  |
| One-on-one meeting with manager   * *Review of Day 1* * *Address any questions or concerns* * *Review plans for Day 2* | 4:00 PM | Manager | ▢ |  |
| Go home early for a well-deserved break! | 4:15 PM | Employee | ▢ |  |

Day 2 Agenda

| ORIENTATION ACTIVITY | TIME | ORGANIZER | COMPLETE | COMMENTS |
| --- | --- | --- | --- | --- |
| One-on-one meeting with manager   * *Address any questions from Day 1* * *Review long-term onboarding path* | 9:00 AM | HR | ▢ |  |
| Meet with HR (part 2)   * *Complete review of employee handbook* * *Organization structure review* | 9:30 AM | Manager | ▢ |  |
| Meet with buddy   * *Go for coffee; or* * *Take another tour; or* * *Meet (or re-meet) new people* | 10:30 AM | Manager | ▢ |  |
| Company overview (with senior leader or founder)   * *Company history* * *Culture, vision, and values* * *Business mission, goals, and objectives* * *Keep it casual!* | 11:00 AM | HR | ▢ |  |
| Lunch with team   * *Lunchroom or off-site* | 12:00 PM | HR | ▢ |  |

| Product / service training (part 2)   * *Product hands-on (in-depth)* | 1:00 PM | Manager | ▢ |  |
| --- | --- | --- | --- | --- |
| Free / flex / chill time   * *Grab coffee with a coworker* * *Browse company intranet* * *Just chill a bit* | 2:00 PM | Manager | ▢ |  |
| Product / service training (part 3)   * *Product hands-on (in-depth)* | 2:30 PM | HR | ▢ |  |
| Job-specific training   * *Required tools and resources* * *Review training manuals* | 3:30 PM | HR | ▢ |  |
| One-on-one meeting with manager   * *Review of Day 2* * *Address any questions or concerns* * *Review plans for Day 3 (if any)* | 4:30 PM | HR | ▢ |  |
| Go home and get some rest! | 5:00 PM | HR | ▢ |  |