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 | ▢ |  |