

New Hire Orientation Training Agenda

Date: [Insert Date]

Location: [Insert Location]

Welcome to [Company Name]!

Agenda

- **9:00 AM - 9:30 AM:** Welcome and Introduction
- **9:30 AM - 10:30 AM:** Company Overview
- **10:30 AM - 11:00 AM:** Break
- **11:00 AM - 12:00 PM:** HR Policies and Procedures
- **12:00 PM - 1:00 PM:** Lunch
- **1:00 PM - 2:00 PM:** Job-specific Training
- **2:00 PM - 3:00 PM:** IT Setup and Security Training
- **3:00 PM - 4:00 PM:** Q&A Session
- **4:00 PM - 4:30 PM:** Closing Remarks

We look forward to seeing you!

Best Regards,
[Your Name]
[Your Position]