Employee Onboarding Agenda

Date: [Insert Date]

Welcome to the team, [Employee Name]!

Agenda

1. **Welcome and Introduction**
   o Time: 9:00 AM - 9:30 AM
   o Location: Conference Room A
2. **Company Overview**
   o Time: 9:30 AM - 10:30 AM
   o Presenter: [Manager's Name]
3. **HR Policies and Procedures**
   o Time: 10:30 AM - 11:30 AM
   o Presenter: [HR's Name]
4. **IT Setup and Equipment**
   o Time: 11:30 AM - 12:00 PM
   o Location: IT Department
5. **Lunch Break**
   o Time: 12:00 PM - 1:00 PM
   o Location: Cafeteria
6. **Team Introductions**
   o Time: 1:00 PM - 2:00 PM
7. **Job-Specific Training**
   o Time: 2:00 PM - 4:00 PM
   o Trainer: [Trainer's Name]
8. **Q&A Session**
   o Time: 4:00 PM - 5:00 PM

Contact Information

If you have any questions, please reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We are excited to have you onboard!