

# New Hire Orientation Agenda

Welcome to the team! We are excited to have you on board. Below is the agenda for your orientation on [Date].

## Orientation Schedule

- **9:00 AM - 9:30 AM:** Welcome and Introductions
- **9:30 AM - 10:00 AM:** Company Overview
- **10:00 AM - 10:30 AM:** HR Policies and Procedures
- **10:30 AM - 10:45 AM:** Break
- **10:45 AM - 11:15 AM:** Employee Benefits Overview
- **11:15 AM - 12:00 PM:** Workplace Safety Training
- **12:00 PM - 1:00 PM:** Lunch Break
- **1:00 PM - 1:30 PM:** IT Setup and Tools
- **1:30 PM - 2:00 PM:** Team Introduction
- **2:00 PM - 3:00 PM:** Role-Specific Training
- **3:00 PM - 4:00 PM:** Q&A Session
- **4:00 PM:** Wrap Up and Next Steps

Please come prepared with any questions you may have. We look forward to seeing you!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]