New Staff Orientation Agenda

Date: [Insert Date]

Location: [Insert Location]

Agenda

- **9:00 AM - 9:30 AM:** Welcome and Introductions
- **9:30 AM - 10:00 AM:** Overview of the Company
- **10:00 AM - 10:30 AM:** HR Policies and Procedures
- **10:30 AM - 11:00 AM:** Benefits Overview
- **11:00 AM - 12:00 PM:** Department Introductions
- **12:00 PM - 1:00 PM:** Lunch Break
- **1:00 PM - 2:00 PM:** IT Setup and Resources
- **2:00 PM - 3:00 PM:** Employee Development Programs
- **3:00 PM - 4:00 PM:** Q&A Session

Contact Information

If you have any questions, please reach out to:

Name: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone]

We look forward to welcoming you to the team!