

# New Employee Onboarding Agenda

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board. Below is your onboarding agenda for your first week:

## Day 1: Orientation

- 9:00 AM - Welcome and Introductions
- 10:00 AM - Company Overview and Culture
- 11:00 AM - HR Policies and Procedures
- 12:00 PM - Lunch Break
- 1:00 PM - Benefits Overview
- 3:00 PM - IT Setup and Training

## Day 2: Departmental Training

- 9:00 AM - Meet Your Team
- 10:00 AM - Department Goals and Expectations
- 12:00 PM - Lunch Break
- 1:00 PM - Role-Specific Training
- 3:00 PM - Q&A Session with Manager

## Day 3: Shadowing and Integration

- 10:00 AM - Shadow a Colleague
- 12:00 PM - Lunch Break
- 1:00 PM - Hands-On Practice
- 3:00 PM - Feedback Session

## Day 4: Company Resources

- 9:00 AM - Accessing Company Resources
- 11:00 AM - Review of Workplace Tools
- 12:00 PM - Lunch Break
- 1:00 PM - Additional Training Resources

## Day 5: Wrap-Up

- 9:00 AM - Review Week and Key Takeaways
- 11:00 AM - Discuss Next Steps
- 12:00 PM - Team Lunch

- 2:00 PM - Final Q&A

We hope you find this agenda helpful and informative. If you have any questions, feel free to reach out!

Best Regards,

[Your Name]

[Your Position]

[Company Name]