

# Comprehensive Training Agenda for New Staff

Date: [Insert Date]

Location: [Insert Location]

## Welcome to [Company Name]

Dear [New Staff Member's Name],

We are excited to welcome you to our team! Below is your comprehensive training agenda for your first week.

### Day 1: Introduction to the Company

- 9:00 AM - 10:00 AM: Welcome Session & Overview
- 10:00 AM - 12:00 PM: Company History and Culture
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Overview of Policies and Procedures
- 3:00 PM - 5:00 PM: IT Setup & Orientation

### Day 2: Department Training

- 9:00 AM - 12:00 PM: Meet the Team
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Role-Specific Training
- 3:00 PM - 5:00 PM: Shadowing a Colleague

### Day 3: Tools and Resources

- 9:00 AM - 10:30 AM: Training on Internal Tools
- 10:30 AM - 12:00 PM: Effective Communication Practices
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Overview of Projects
- 3:00 PM - 5:00 PM: Hands-On Tool Usage

### Day 4: Policies and Compliance

- 9:00 AM - 11:00 AM: Understanding Company Policies
- 11:00 AM - 12:30 PM: Compliance Training
- 12:30 PM - 1:30 PM: Lunch
- 1:30 PM - 3:00 PM: Safety Training

- 3:00 PM - 5:00 PM: Q&A Session

### **Day 5: Integration and Feedback**

- 9:00 AM - 11:00 AM: Team Integration Activities
- 11:00 AM - 12:00 PM: Setting Goals and Expectations
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Feedback Session
- 3:00 PM - 5:00 PM: Wrap-Up and Next Steps

If you have any questions, feel free to reach out. We look forward to a successful onboarding experience!

Sincerely,  
[Your Name]  
[Your Position]