

# Contractor Onboarding Kickoff Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

## Agenda Items

1. **Welcome and Introductions**
  - Overview of participants
  - Icebreaker activity
2. **Company Overview**
  - Mission and Values
  - Organizational Structure
3. **Project Overview**
  - Scope of Work
  - Timeline and Milestones
4. **Policies and Procedures**
  - Safety Guidelines
  - Compliance Requirements
5. **Tools and Resources**
  - Overview of software/tools
  - Access to resources
6. **Q&A Session**
  - Open floor for questions
7. **Next Steps and Closing Remarks**
  - Summary of action items
  - Contact information

Thank you for joining us. We look forward to a successful partnership!