

New Hire Onboarding Training Outline

1. Welcome & Introduction

- Company overview
- Mission, vision, and values
- Meet the team
- Office tour / Virtual orientation

2. HR & Administrative Setup

- Employment paperwork
- Payroll and benefits overview
- Policies and procedures
- Workplace guidelines & code of conduct

3. IT & Security Training

- Account setup (email, software, systems)
- Cybersecurity basics & best practices
- Equipment distribution

4. Department Orientation

- Team introduction
- Roles and responsibilities
- Key projects and workflows

5. Job-Specific Training

- Essential tools & systems training
- Task walkthroughs
- Performance expectations

6. Compliance & Safety

- Workplace safety protocols
- Harassment prevention
- Legal and regulatory training

7. Wrap-Up & Next Steps

- Questions and answers
- Mentor or Buddy Assignment
- Review of onboarding timeline & resources

- Feedback & check-in schedules