

New Hires Onboarding (DAY 1, Tuesday)

Time	Activity	Details	Responsibility/ Links	Location/Mode
10:05 AM -10:30 AM	Welcome and Introduction	Welcome Introduction ,NEO Briefing, Welcome Kit Distrubition	Training Unit / HR Department	Lobuche Training Hall
10:30 AM -11:30 AM	System Setup and Handover	Necessary system setup and will be assign to new hires.	IT Team	First Floor/ Physical
11:30 AM- 12:00 PM	Help Desk- IT Orientation	CGT Help Desk Process and Tools Briefing	IT Team	Lobuche Training Hall
Office Tour and Lunch Break- 1 Hour				
1:30 PM - 3:00 PM	HR Policies and Procedure	Employee Handbook, CGRM/ CGCM orientation	HR Department	Lobuche Training Hall
3:00 PM-3:30 PM	Accounting and Finance Process	Details about Nepal Gov. Taxation Policies, SSF Policies, CIT	Account/Finance Department	Lobuche Training Hall
10 Minute Break				
3:40 PM -:4:00 PM	Administrative Process	Bank Account Form/SSF Form, CIT Form Distrubition and fillup	Admin Department	Lobuche Training Hall
4:00 PM- 4:45 PM	Cyber Security and Compliance at Cedar Gate	Things to remember about security related issues within CGT	Cyber Security Department	Lobuche Training Hall/ Virtual
30 Minute Snacks Break				
5:15 PM- :6:00 PM	Mandatory Training using LMS and its Process.	Step wise Process to login and enroll courses, its uses and benifits.	Overview of LMS & Self Learning Guide	Lobuche Training Hall/ SAP LITMOS
	Assign Mandatory Courses	Enroll "CGS Employee Handbook,	CGS Employee Handbook	
		Enroll "Nepal Employee Workplace Guidelines"	Workplace Guidelines	
		CGT Security policies and procedures	General Security Policy & Procedures	
	Email setup process	Share Setup Email Signature process document and send testemail to mentor for signature validation	Email Signature Setup Tools Link	

End of Day 1

New Hires Onboarding (DAY 2 & 3, Wednesday & Thursday)

Wednesday		New Employee should read and complete assigned mandatory training course on TalentLMS, Sign and agreement on CGRM. Meet with Respective Managers and team Member	Training Unit, HR	SAP LITMOS, CGRM
Thursday				

End of Day 2 & 3

New Hires Onboarding (DAY 5, Friday)

9:30 AM - 11: 00 AM	Technologies Used in CGT	S3 Storage, GIT, Elastic search, Hadoop and Spark, Grails, Redshift, Amazon AWS, Dot Net..	Training Unit	Lobuche Training Hall
11:00 AM - 12:00 PM	Self learning and discussion with mentor or trainner or team members	Self research regarding technologies and other cedargate resources.	Training Unit, Mentor, Manager	Physical/Virtual
1 Hour Lunch Break				
1:30 PM- 2:30 PM	US Health Care Briefing	How US Healthcare work,US Health Care Data flow	Training Unit assist by respective department	Physical/Virtual
2:30 PM -3:30 PM	US Health Care Self Learning and Research	Self research regarding US HealthCare and other cedargate resources.	Training Unit , Mentor, Manager	Physical
3:30 PM- 5:00	Data De-Identification	Mandatory Trainings	Training Unit , Mentor, Manager	LMS

End of Week 1

Week 2 (DAY 1, Monday)

9:30 AM - 11: 30 AM	CGT Analytics Products	Overview of Analytics Products, Healthcare Benefits Analytics (HBA),Value Based Care Analytics (VBCA), Executive Analytics	Training Unit , Mentor, Manager	LMS/Physical
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12:30 AM-6:00 PM	Department wise training	Respective Department will plan regular training according to their checklist	Managers, Mentor	Physical/Online
Week 2 (DAY 2, Tuesday)				
9:30 AM - 11: 30 AM	CGT Population Health Products/CGT Payment Technologies	Care Management,Health Management ,Care Management - E, Clinical Desicion Support. ECE- project Overview iClaims- Project overview Capitation Adjudication, Bundles Adjudication.	Training Unit , Mentor, Manager	LMS/Physical
12:30 AM-6:00 PM	Department wise training	Respective Department will plan regular training according to their checklist	Managers, Mentor	Physical/Online
Week 2 (DAY 3, Wednesday)				
9:30 AM - 11: 30 AM	CGT Payment Technologies	Bundles Adjudication, ECE- project Overview iClaims- Project overview Capitation Adjudication	Managers, Mentor	LMS/Physical
12:30 AM-6:00 PM	Department wise training	Respective Department will plan regular training according to their checklist	Managers, Mentor	Physical/Online
Week 2 (DAY 4, Thursday)				
9:30 AM - 11: 30 AM	CGT SDLC Process	Going through SDLC process being followed in CGT	Managers, Mentor	LMS/Physical
12:30 AM-6:00 PM	Department wise training	Respective Department will plan regular training according to their checklist	Managers, Mentor	Physical/Online
Week 2 (DAY 5, Friday)				
9:30 AM - 11: 30 AM	Secure Coding/ CGT IT Security Policy	Mandatory Trainings	Training Unit	LMS/Physical
12:30 AM-6:00 PM	Department wise training	Respective Department will plan regular training according to their checklist	Managers, Mentor	Physical/Online
End of Week 2				