**Induction Program Flow for New Hires**

**Venue and Arrival**

* **Location**: Tech Park Corporate Office, Building 2, 123 Innovation Drive, Metropolis City
* **Arrival Window**: 8:30 AM – 9:00 AM
* **Check-in**:
* Please check in at the main reception on the ground floor.
* Upon arrival, you will need to submit your government-issued ID and your joining letter for verification.
* You will receive a visitor badge for the day.
* Light refreshments will be available in the lobby area for those who arrive early.

**Welcome Session**

* **Time**: 9:00 AM – 9:30 AM
* **Location**: Conference Room A, 1st Floor
* **Facilitators**:
* **Rachel Miller**, HR Manager
* **Michael Jones**, Director of Operations
* **Agenda**:
* Warm welcome to the company.
* Overview of the induction day schedule.
* Introduction to the company’s mission, vision, and core values.

**Company Overview**

* **Time**: 9:30 AM – 10:15 AM
* **Location**: Conference Room A, 1st Floor
* **Content**:
* Introduction to the company’s organizational structure and key departments.
* Explanation of company culture, office etiquette, and expected behaviors.
* Overview of workplace policies and general practices.

**Compliance and Policy Training**

* **Time**: 10:30 AM – 11:30 AM
* **Location**: Conference Room B, 2nd Floor
* **Content**:
* Review of the company’s code of ethics and data protection policies.
* Safety protocols and emergency procedures.
* Guidelines for acceptable conduct and workplace standards.

**IT and Systems Orientation**

* **Time**: 11:30 AM – 12:30 PM
* **Location**: IT Support Room, 2nd Floor
* **Content**:
* Assistance with setting up email accounts and secure passwords.
* Introduction to internal communication tools like Slack and Microsoft Teams.
* Overview of HR portals, time tracking systems, and other software used for daily operations.

**Networking Lunch**

* **Time**: 12:30 PM – 1:30 PM
* **Location**: Cafeteria, 3rd Floor
* **Details**:
* Enjoy a light lunch while networking with fellow new hires, HR representatives, and team members.
* A selection of meals will be available, including vegetarian options.

**Team Introductions and Role Alignment**

* **Time**: 1:30 PM – 2:30 PM
* **Location**: Departmental Meeting Rooms (Cabins 201-204, 2nd Floor)
* **Content**:
* Meet with your manager/team lead and get introduced to your team members.
* Understanding your specific role and responsibilities within the team.
* Explanation of team objectives, ongoing projects, and expectations during the probation period.

**HR Orientation and Benefits Overview**

* **Time**: 2:30 PM – 3:15 PM
* **Location**: Conference Room B, 2nd Floor
* **Facilitators**: HR Team
* **Content**:
* Overview of employee benefits, including health insurance, retirement plans, and paid time off.
* Information about company perks and other employee assistance programs.
* Payroll and compensation structure.

**Q&A and Closing Session**

* **Time**: 3:15 PM – 4:00 PM
* **Location**: Conference Room A, 1st Floor
* **Content**:
* Open Q&A session for any additional questions or clarifications.
* Closing remarks from HR with guidance on the next steps in the onboarding process.
* Explanation of upcoming training sessions and team meetings.
* Reminder of follow-up tasks, including signing any remaining documents and completing online training modules.

**Facilities and Support**

* **Building Amenities**:
* **Cafeteria**: Located on the 3rd floor (open from 8:00 AM to 6:00 PM) offering a variety of meal options, including vegetarian and non-vegetarian choices.
* **Lounge Area**: Located on the 3rd floor for breaks and relaxation.
* **Washrooms**: Near the conference rooms on each floor.
* **IT Support**: Available on the 2nd floor for any technical issues.
* **HR Assistance**: HR desk on the 1st floor to address queries.
* **Onboarding Kit**:
* You will receive a welcome kit containing:
* A company handbook with policies and guidelines.
* Stationery (notebooks, pens, etc.).
* An office map and access guide to the building.
* An employee ID badge and office access card.

**Parking and Accessibility**

* **Parking**: Available in the basement (B1). Please ensure to register your vehicle with the administration team.
* **Public Transport**:
* **Metro**: Blue Line to Tech Park Station.
* **Bus**: Routes 25A and 37B to Innovation Drive.

**Dress Code and Materials**

* **Dress Code**: Business casual attire is recommended for a professional yet comfortable look.
* **Materials to Bring**:
* A government-issued ID for verification.
* Pen and notebook for taking notes during the sessions.
* A laptop (optional unless specified in advance).

**Post-Induction Communication**

* **Follow-up**: HR will send a follow-up email within 2-3 business days with any additional forms to complete or next steps in the onboarding process.
* **Contact**: For any further queries, HR can be reached via email or by visiting the HR desk.