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|  |  | ABC corporations23.10.2024 |  | | |
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|  |  | Induction Program  Schedule | |  | |
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|  | **Morning Session**:  **Welcome Session**   * Introduction to the company’s history, mission, vision, and values. * Key achievements and future goals. * Address by a senior leader/CEO welcoming new hire and setting the tone for the company’s culture.   **Health and Safety Procedures**   * Information on workplace safety and emergency procedures. So that the employees feel safe and ensure their value for the company.   **HR Policies and Procedures**   * Explanation of HR policies, including work hours, leave policies, code of conduct, and other guidelines. * Overview of benefits like insurance, salary structure, and perks.   **Virtual Reality Office Tours:**   * Use VR or 360-degree virtual tours of the workplace to offer a highly engaging experience, especially for remote employees. * They can explore the office space, meet their team, and get a feel for the company’s environment.   **Afternoon Session**:  **Departmental Introduction**   * Introduction to key departments and team members. * Explanation of how each department contributes to the company’s goals.   **Job Role Overview**   * Detailed discussion on job roles, responsibilities, and expectations. * Clarification of individual objectives and how they align with company goals.   **Interactive Polls and Live Q&A During Sessions**   * Use tools like Mentimeter or Slido to conduct live polls, quizzes, and Q&A sessions during the induction process. * This keeps the new employees actively engaged, allowing them to interact with the content and clarify doubts in real-time.   **Personal Branding**   * Offer a personal branding session where new employees can learn how to build their own professional brand within the company. * This can teach them how to network, seek opportunities, and grow their reputation internally. | | | |  |