

DAY 1 – 9:00 a.m.-11:30 a.m.

9:00 a.m.

- **I-9 Identification Collection**
- **Equipment distribution as applicable**
- **Citrix/Okta set up Login**
- **Critical System Login & Training**
 - UKG (Clocking, change request, etc)
 - I-9 Form Completion
 - Reminder about sending picture for name badge
 - Citrix
 - Outlook
 - Compass Health Office 365/MS Office
 - Sharepoint Login
 - PowerDMS Corporate Policies
 - My Network Drives
 - Help Desk
 - Teams
 - Relias
 - EHR Initial Login as appropriate

11:30 a.m. - Dismissal/Direct New Hires to Office Locations

3:00 p.m. - **Microsoft Teams Training** (How to use the Teams platform)

DAY 2 – 9:00 a.m.-4:30 p.m.

9:00 a.m.

- **New Employee Orientation Virtual Presentation in Teams**
 - **Attendance, clocking reminders/introductions**
 - NEO PowerPoint: Company culture, introduction to senior leadership team,
- **Break**
 - policies and procedures, ethics & compliance
- **Communication Styles worksheet**

11:30 a.m. - **Lunch**

12:30 p.m.

- **New Employee Orientation Virtual Presentation**
 - PowerPoint Part 1: Employee Experience: AIM, General Benefits Review,
 - Break
 - PowerPoint Part 2: Effective Communication, Language Matters
- **Break/Dismiss those not needing EHR**

3:30 p.m.

- **Electronic Health Record Training as appropriate**
 - Those not needing EHR training will be dismissed from the training

4:30 p.m. Dismissal