

**AGENDA**

(Insert Unit Name)

(Insert Date)

Welcome and Introduction to the Team

Meeting with Supervisor

* Completion of Unit Orientation & Onboarding Checklist
* Arrangements and Scheduling for New Employee to attend
* Unit/Agency new employee orientation
* Workshops, conferences and other professional development events

Tour of the Facility and Unit

Meeting with Unit Head

Meeting or Lunch with Unit

Meetings with key resource people

End of Day Check-In with Supervisor

**Additional Comments:**