

SOP: Orientation Schedule and Agenda Development

Purpose

This SOP details the process for **orientation schedule and agenda development**, including planning and organizing orientation sessions, defining key topics and objectives, assigning presenters and facilitators, preparing training materials, setting timelines and milestones, and ensuring alignment with organizational goals. The purpose is to create a comprehensive and structured orientation program that facilitates effective onboarding and integration of new employees into the company culture and operations.

Scope

This SOP applies to all HR personnel, onboarding coordinators, department heads, and company trainers involved in developing and implementing new employee orientation programs.

Responsibilities

- **HR Department:** Oversee overall process, ensure compliance and alignment with company goals.
- **Onboarding Coordinators:** Plan sessions, coordinate presenters, and manage scheduling.
- **Departmental Trainers/Managers:** Prepare and present department-specific content.
- **Support Staff:** Assist with logistics and preparation of training materials.

Procedure

1. **Planning and Organizing Orientation Sessions**
 - Identify the start date and duration of the orientation program.
 - Determine the number of sessions and participant groups.
2. **Defining Key Topics and Objectives**
 - List key topics to be covered (company history, policies, compliance, culture, job-specific training, etc.).
 - Set clear learning objectives for each session.
3. **Assigning Presenters and Facilitators**
 - Identify and confirm internal subject matter experts for each topic.
 - Communicate session objectives and expectations to presenters.
4. **Preparing Training Materials**
 - Create and gather necessary materials, including presentations, handouts, and reference guides.
 - Ensure all materials are accessible and ready ahead of scheduled sessions.
5. **Setting Timelines and Milestones**
 - Develop a timeline for completion of planning tasks.
 - Set key milestones (agenda finalization, material preparation, session rehearsals).
6. **Aligning with Organizational Goals**
 - Review orientation content for consistency with company values and strategic objectives.
 - Update schedule and agenda as needed for alignment.

Documentation and Records

- Maintain finalized schedules, agendas, and presenter assignments.
- Archive training materials and attendance records for compliance.

Orientation Schedule & Agenda Template (Sample)

Time	Session	Presenter/Facilitator	Objectives
09:00 - 09:30	Welcome & Introductions	HR Manager	Acquaint new hires with company and facilitators
09:30 - 10:30	Company Overview & Values	CEO or Leadership	Introduce company history, mission, vision, and values

10:30 - 11:00	Break	-	Networking and refreshment
11:00 - 12:00	Policies & Compliance	Compliance Officer	Outline key policies, compliance, and code of conduct
12:00 - 13:00	Lunch	-	-
13:00 - 14:30	Department Introductions	Department Managers	Describe department functions & key contacts
14:30 - 15:30	Job-Specific Training	Trainer/Supervisor	Introduce essential systems, tools, and processes
15:30 - 16:00	Q&A and Wrap-up	HR Manager	Address questions and outline next steps

Review and Continuous Improvement

- Collect participant feedback after each orientation session.
- Review and update orientation schedule and materials at least annually or as needed.