

# SOP: Orientation Schedule and Agenda Coordination

## Purpose:

This SOP details the process for **orientation schedule and agenda coordination**, covering the planning, organization, and communication of orientation activities. It ensures a structured approach to scheduling sessions, coordinating presenters, preparing materials, and managing attendee information. The goal is to provide new employees or participants with a comprehensive and seamless introduction to the organization, its policies, culture, and expectations.

## Scope

This SOP applies to all staff responsible for planning and executing orientation sessions for new employees or participants.

## Responsibility

- **HR/Onboarding Coordinator:** Oversees the process, schedules sessions, and communicates with stakeholders.
- **Department Representatives:** Present assigned topics and prepare necessary materials.
- **IT/Facilities:** Ensure venues, technology, and resources are ready.

## Procedure

1. **Determine Orientation Requirements**
  - Identify orientation dates and target attendees (new hires, interns, etc.).
  - Define topics and sessions required (organization overview, policies, benefits, compliance, etc.).
2. **Develop Orientation Agenda**
  - Draft the schedule with designated times, topics, and presenters.
  - Allocate sufficient breaks and interactive sessions.
3. **Coordinate Presenters and Materials**
  - Contact presenters and confirm availability.
  - Distribute session guidelines, presentation templates, and deadlines for material submission.
  - Collect and review all presentation materials.
4. **Schedule Logistics**
  - Reserve rooms or virtual meeting spaces.
  - Communicate setup needs with IT/Facilities.
5. **Manage Attendee Information**
  - Compile final attendee list.
  - Send calendar invites and orientation details to participants and presenters.
6. **Distribute Orientation Materials**
  - Provide attendees with the finalized agenda and pre-read materials.
7. **Day-of Coordination**
  - Ensure presenters are briefed and materials are ready.
  - Register attendees, handle last-minute changes, and monitor session flow.
8. **Post-Orientation Follow-Up**
  - Distribute evaluation forms to attendees and presenters.
  - Gather feedback and document any lessons learned for future improvements.

## Sample Orientation Agenda

Time	Session	Presenter
09:00 - 09:30	Welcome & Introduction	HR Manager
09:30 - 10:00	Company Overview & Values	CEO
10:00 - 10:30	HR Policies & Benefits	HR Specialist
10:30 - 10:45	Break	-

10:45 - 11:15	IT/Facilities Orientation	IT & Facilities
11:15 - 12:00	Department Introductions	Dept. Representatives
12:00 - 12:30	Q&A and Wrap-up	HR Team

## Documentation & Records

- Finalized agendas and session materials
- Attendee and presenter lists
- Evaluation and feedback forms
- Summary of improvements for future orientations

## Review & Revision

This SOP should be reviewed annually or after each major orientation cycle. Update procedures as needed based on feedback and organizational changes.

**Document Owner:** HR Department

**Effective Date:** [Insert Date]

**Last Reviewed:** [Insert Date]