

Standard Operating Procedure (SOP)

Orientation Schedule and Agenda Preparation

This SOP details the process for **orientation schedule and agenda preparation**, including the planning of orientation objectives, drafting a structured agenda, coordinating with departments, scheduling sessions, and ensuring all necessary materials and resources are prepared. The purpose is to provide a clear, organized framework for new employee or participant orientation, facilitating an effective introduction to the organization's culture, policies, and procedures.

1. Scope

This SOP applies to all HR and administrative staff responsible for organizing orientation sessions for new employees or program participants.

2. Responsibilities

- **HR/Orientation Coordinator:** Leads and oversees the process.
- **Department Representatives:** Provide session content and materials.
- **Support Staff:** Assist with logistics and resource preparation.

3. Procedure

1. **Define Orientation Objectives**
Identify the key goals and expected outcomes for the orientation program.
2. **Draft Initial Agenda**
Outline a preliminary schedule including essential topics (e.g., company introduction, policies, health & safety, department overviews).
3. **Coordinate with Departments**
Consult with relevant departments/teams for content, speakers, and time preferences.
4. **Finalize the Agenda and Schedule**
Update agenda based on departmental feedback; determine session timings, breaks, and Q&A slots.
5. **Prepare Materials and Resources**
Compile presentations, handouts, sign-in sheets, and technology needed for sessions.
6. **Communicate Schedule**
Distribute the final agenda and schedule to attendees, speakers, and support staff ahead of orientation.
7. **Confirm Arrangements**
Check venue setup (in-person or virtual), resource availability, and address last-minute issues.

4. Sample Orientation Agenda Format

Time	Session Topic	Facilitator/Department
09:00 - 09:15	Welcome & Introductions	HR
09:15 - 09:45	Company Overview & Culture	Management
09:45 - 10:15	HR Policies & Benefits	HR
10:15 - 10:30	Coffee Break	-
10:30 - 11:15	IT & Security Orientation	IT Department
11:15 - 12:00	Health & Safety Briefing	Health & Safety
12:00 - 13:00	Lunch Break	-
13:00 - 14:30	Department Introductions & Q&A	All Departments
14:30 - 15:00	Closing Remarks & Feedback	HR

5. Documentation

- Orientation agenda and schedule
- Participant attendance records
- Copies of all distributed materials
- Feedback forms

6. Review and Continuous Improvement

Collect feedback from participants and facilitators after each session, and update the SOP and agenda as needed to improve future orientation sessions.