



Ottawa County New Employee Orientation Agenda

****Start promptly at 8am** (Times are approximate)

8:00 – 8:15am	Welcome and introductions (10-15 min)
8:15 – 9:00am	Organizational Culture activity (45 min)
9:00 – 9:15am	Bloodborne Pathogen Training (15 min)
9:15 – 9:25am	Introduction to Employee Portal (10 min)
9:25 – 9:35am	Explanation of packet contents (10 min)
9:35 – 9:45am	Completion of orientation forms (10 min)
9:45 – 10:00am	Break or dismissal

For benefitted employees only:

10:00am – 12:00pm	Employee benefits overview and questions
12:00/12:15pm	Dismissal