

2017 New Employee Orientation Agenda

Times: 8:30 am to 4:00 pm EST (Central office)

Facilitator: State Personnel Department (SPD) – Division of Employee Engagement



Orientation begins promptly at 8:30 a.m. – please sign in upon arrival.

TIME	ITEM
8:30 – 8:50	Orientation Overview
8:50 – 9:00	Government Campus Emergency Procedures
9:00 – 9:20	New Hire Paperwork
9:20 – 9:35	Employee ID Badge Appointment
9:35 – 10:10	Benefits Overview
10:10 – 10:20	Break
10:20 – 11:10	Benefits (continuation)
11:10 – 11:35	Wellness Program Overview
11:35 – 12:00	College Choice 529
12:00 – 1:00	Lunch
1:00 – 1:45	Workplace Harassment Prevention Training
1:45 – 2:15	Standardized Policies & Performance Management
2:15 – 2:25	Break
2:25 – 2:50	Indiana Public Retirement (INPRS)
2:50 – 3:20	Hoesler Start (retirement plan option)
3:20 – 3:35	Public Service & Public Records
3:35 – 4:00	Required Online Training Overview

*Content and times are subject to change at the discretion of the Division of Employee Engagement.

Sample Orientation Agenda

M Lipman



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Table of Contents Sample Orientation Agenda

1. Understanding the eBook Sample Orientation Agenda
 - The Rise of Digital Reading Sample Orientation Agenda
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Orientation Agenda
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Orientation Agenda
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Orientation Agenda
 - Personalized Recommendations
 - Sample Orientation Agenda User Reviews and Ratings
 - Sample Orientation Agenda and Bestseller Lists
5. Accessing Sample Orientation Agenda Free and Paid eBooks
 - Sample Orientation Agenda Public Domain eBooks
 - Sample Orientation Agenda eBook Subscription Services
 - Sample Orientation Agenda Budget-Friendly Options
6. Navigating Sample Orientation Agenda eBook Formats

- ePub, PDF, MOBI, and More
- Sample Orientation Agenda Compatibility with Devices
- Sample Orientation Agenda Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Orientation Agenda
 - Highlighting and Note-Taking Sample Orientation Agenda
 - Interactive Elements Sample Orientation Agenda
- 8. Staying Engaged with Sample Orientation Agenda
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Orientation Agenda
- 9. Balancing eBooks and Physical Books Sample Orientation Agenda
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Orientation Agenda
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Orientation Agenda
 - Setting Reading Goals Sample Orientation Agenda
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Orientation Agenda
 - Fact-Checking eBook Content of Sample Orientation Agenda
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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