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| **Day 1: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
| 8: 00 am – 12:00 pm | Administrative Center | New Hire Orientation | Instructor lead: HR |
| 12:10 pm – 1:15 pm | Lunch | Employee to go to lunch on their own | Employee |
| 1:15 pm – 2:15 pm | Department | Department Activity | Supervisor |
| 2:15 pm – 3:15 pm | Supervisor’s Office | * Review of Job descriptions, roles and responsibilities | Supervisor |
| 3:15 pm – 5:15 pm | Desk | * Set up and organize desk * Start required training: Make IT Safe and Building a Foundation | Online training  myHR -> myTraining |
| **Day 2: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Day 3: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Day 4: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Day 4: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Day 5: Date** |  |  |  |
| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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| **Time** | **Location** | **Topic** | **Training Type and Facilitator** |
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