

Know and Grow Agency Orientation Agenda



8:00 a.m.	Welcome and Introductions <i>Ice Breaker “ Say My Name”</i>
8:30 a.m.	Message from the President and Leadership Team In The Beginning (Holocaust FACES Video)
8:45 a.m.	Hear the Mission- See the Vision <i>My Personal Mission Statement Activity</i>
9:00 a.m.	Agency Employee Evaluation
9:15 a.m.	<i>Problem Solving “101” Activity</i> Communication Is Key- It’s All About Teamwork
10:00 a.m.	BREAK
10:15 a.m.	Gulf Coast in the Age of Technology Gulf Coast Tech Academy & Reference Guides (Hands on activity with Laptops in Class Concur, Share Point, myLearningPoint, ADP, WebToGo, editU
11:00 a.m.	Planning For The Future (Mutual of America)
11:20 a.m.	Driver Safety Training Video
12:00 p.m. – 1:00 p.m.	LUNCH
1:00 p.m.	Cultural Competency/Sensitivity <i>Can You Guess Who I am Video and Activity?</i>
2:00 p.m.	Refugee Faces Video
2:15 p.m.	Tour of the Building
3:00 p.m.	BREAK
3:15 p.m.	Pieces of the Puzzle- Asset Mapping (Network, Pieces, Links, Services) <i>“No Wrong Door” Activity</i>
4:00 p.m.	Activity Committee “ Its Game Time”
4:30 p.m.	Wrap Up/Q&A/Dismissal

Thank You for becoming a part of the Gulf Coast Family!

<i>Initial</i>	Trainings- Corporate Training Manager	<i>Initial</i>	Supervisor/Program Orientation
	ADA		Welcome and Staff Introductions
	Blood Borne Pathogens/HIV/AIDS/HEP		Tour of Office
	Co Occurring		Policies and Procedures
	Cultural Diversity Cultural Sensitivity		Forms
	Drug Free Workplace		FSFN i(if required)
	Domestic Violence		Computer/set up
	De-Escalation		Cell Phone Set Up
	Ethics		On Call Duty (if applicable)
	Driver Safety		Program Specific Trainings
	Van Driver Safety		Employee Evaluation 90 Days/Annual
	Fire Safety		
	Bomb		
	Hazardous Communication		
	Sexual Harassment		
	Workplace Violence		
	Office Safety		
	DCF HIPAA		
	DCF Security Awareness		
	Security Agreement Form		
	DCF Effective Communication(4 Modules)		
	Effective Communication (1 hour)		
	Child Abuse and Neglect		
	DCF Civil Rights		
	Trauma Informed Care 101		
	Trauma Informed Care 102		
	myLearning Point		
	editU		

***Type/Write In N/A if Not Applicable**

 Supervisor Signature

 Date

 Employee Signature

 Date

Know and Grow: Welcome to Gulf Coast JFCS

Welcome to Gulf Coast JFCS!

Know & Grow's vision is to ensure that new employees excel in their role by equipping them with information and connecting them to the mission and people of our organization. As employees continue their journey beyond the initial orientation period, Know & Grow supports their professional growth by fostering an inclusive, transparent, and empowering work environment where employees are valued and recognized for their contributions.





New Hire and 30-90 day Onboarding Guide

Program:

Employee Name:

Start Date:

Prior to Start Date:

Suggestions:	Responsibility of:	Completed Yes or No:	Comments:
<ul style="list-style-type: none"> Personal welcome phone calls from new supervisor (jointly with fellow teammates if possible) before they come for their first day. 	Supervisor		
<ul style="list-style-type: none"> New hire website-complete ppwk and resources about what to expect in the first 90 days (www.ste.org/newhire). 	Leadership		
<ul style="list-style-type: none"> Activities committee will send a signed welcome card to new hires. 	H.R., activities committee		

First Day of Employment:

To Be Completed:	Responsibility of:	Completed Yes or No:	Comments:
<ul style="list-style-type: none"> Assign designee to greet and welcome employee upon arrival (building tour, assigned desk etc.) Provide employee with fun fact questionnaire to answer and submit to designee. 	Program Director to assign point person		
<ul style="list-style-type: none"> Provide employee with affirmation profile questions to submit to supervisor. 	Point person for orienting new staff		
<ul style="list-style-type: none"> Determine who will orient the employee to agency and program 	Program Director to		

<p>related policies, information on obtaining equipment, badge etc.</p> <ul style="list-style-type: none"> • Ensure the employee knows how to complete timecard, concur, etc. 	assign point person		
<ul style="list-style-type: none"> • Provide a warm and welcoming workspace for new employee. Ideas may include; welcome bag on desk, hand written note from supervisor, a treat, post-it notes, pens, etc.; a clean prepared work space; a welcome poster created by the team used for all new employees; folder to include GC mission statement and values and other important and exciting information. 	Supervisor		
<ul style="list-style-type: none"> • Include brief bio, photo, and answers to the “fun” questions about themselves in an introduction email sent to all program staff. 	Staff assigned to orient new employee		
<ul style="list-style-type: none"> • Provide employee with a prepared schedule for the week. Ensure employee has the opportunity to observe various activities and job related duties (create a checklist of requirements and suggestions). 	Supervisor & staff assigned to orient new employee		
<ul style="list-style-type: none"> • Employee’s supervisor or designee will have lunch (BYO-Bring or Buy your own) with employee and team members who are available to initiate rapport building on the 1st day of employment. 	Supervisor		
<ul style="list-style-type: none"> • Supervisor will ensure daily “check-ins” with new employee and provide a weekly shadowing/observation schedule until employee is oriented and working more independently. 	Supervisor		

The First 30 Days:

To Be Completed:	Responsibility of:	Completed Yes or No:	Comments:
<ul style="list-style-type: none"> Recognize and introduce new employee at staff meeting. 	Program Director		
<ul style="list-style-type: none"> Schedule a monthly new employee lunch (Bring Your Own) with upper management team. 	Program Director		
<ul style="list-style-type: none"> Supervisor to continue check-ins with new employee and schedule formal supervision to occur within the 1st 30 days. Review employee's affirmation profile during your 1st supervision. 	Supervisor		
<ul style="list-style-type: none"> During supervision, supervisor to discuss professional development goals with new employee-help prepare them for 1st performance evaluation and assist in their professional growth & development. 	Supervisor		

30-90 Days

To Be Completed:	Responsibility of:	Completed Yes or No:	Comments:
<ul style="list-style-type: none"> At the end of the Know & Grow day, facilitator will inform new employees on benefits of the group staying connected for the 1st 90 days and provide email addresses, suggesting 1 of the employees take the lead in supporting monthly group contact. 	Know & Grow facilitator, new employees		
<ul style="list-style-type: none"> New hires sent a survey on or around 90 days to obtain input on their onboarding experience. 	H.R.		