



## New Hire Orientation Agenda

**Otowi** – Building 0261,  
 1654 Casa Grande Drive  
 Main Gate Conference Room, Room F200W  
 Contact # 667-1555

<i>Day 1</i>		
Time	Event	Presented By
7:30	New Hire Orientation Check-In	
7:55	“Our Laboratory”	Video – Charlie McMillan
8:00	Welcome by Laboratory Director	Video – Charlie McMillan
8:10	Complete New Hire Forms	Human Resources Staff
9:20	Break	
9:30	Benefits Review	Benefits Staff
10:30	Information Security Briefing (Course 9369)	Narrated Presentation
11:10	Worker Safety & Security Teams	WSST Staff
11:20	“The Town That Never Was”	Cultural/Historical Video
11:40	Research Library	Library Staff
11:45	Los Alamos Postdoc Association (LAPA)	LAPA Committee
11:45	LUNCH	
1:00	OMBUDS	OMBUDS Staff
1:10	Occupational Health	Occ Health Staff
1:20	Harassment in the Workplace	Employee Relations Staff
1:30	“Operational Leadership”	Video
1:40	“Stockpile & Stewardship”	Video
2:00	Counterintelligence Overview	Video/OCI Staff
2:15	All employees obtain badge	Badge Office
	After Badging	Call – Manager or Mentor
<i>Day 2 General Employee Training</i>		
<p> <b><i>(G.E.T) is mandatory for all new hires. The scheduled date, time, and location, for training will be located in your New Hire Orientation packet.</i></b>  <b><i>Employees who have already taken GET do NOT need to attend.</i></b>  <b><i>Questions regarding GET training, please call the White Rock Training Center at 667-0059.</i></b>  <i>Updated 11/15/16</i> </p>		