

SAMPLE CALENDAR MONTH 1



Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> Send company-wide email to introduce new starter V/C Agenda setting V/C Orientation calls with manager/team members V/C HR call 	<ul style="list-style-type: none"> V/C Training sessions V/C IT to set up systems 	<ul style="list-style-type: none"> V/C Training sessions V/C Intro key members of staff 	<ul style="list-style-type: none"> V/C Training sessions V/C Social calls 	<ul style="list-style-type: none"> V/C Check in with buddy V/C Debrief with manager and goal setting Friday afternoon drinks via Zoom
Day 6	Day 7	Day 8	Day 9	Day 10
<ul style="list-style-type: none"> V/C with manager/team to begin working on role 	<ul style="list-style-type: none"> P/C Check in with buddy V/C Intro key member of staff 	<ul style="list-style-type: none"> V/C 1:1 with manager V/C Check in with team 	<ul style="list-style-type: none"> V/C Social calls 	<ul style="list-style-type: none"> V/C Employee progress review P/C Check in with buddy Friday afternoon drinks via Zoom
Day 11	Day 12	Day 13	Day 14	Day 15
<ul style="list-style-type: none"> V/C Check in with team V/C Intro key member of staff 	<ul style="list-style-type: none"> V/C Identify training and development opportunities 	<ul style="list-style-type: none"> V/C 1:1 with manager 	<ul style="list-style-type: none"> P/C Check in with buddy V/C Check in with team 	<ul style="list-style-type: none"> V/C Intro key member of staff V/C Employee progress review Friday afternoon drinks via Zoom
Day 16	Day 17	Day 18	Day 19	Day 20
<ul style="list-style-type: none"> V/C Social calls V/C Check in with team 	<ul style="list-style-type: none"> P/C Check in with buddy 	<ul style="list-style-type: none"> V/C 1:1 with manager 	<ul style="list-style-type: none"> V/C Check in with team 	<ul style="list-style-type: none"> V/C Employee progress review and goal setting for the next quarter Friday afternoon drinks via Zoom