## Worksheet: Create an Effective Agenda

The human resources department has decided that the existing new hire orientation program (the onboarding process) is no longer effective. They have commissioned a cross functional team to design and implement a new orientation program. Karen, the HR process sponsor, created an agenda for the kickoff meeting.

**Karen’s Team Meeting Agenda**

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| --- | --- | --- |
| 9:00 | Introduce the New Employee Orientation Project | Karen |
| 9:30 | Next Steps | Tom |
| 10:00 | Discussion | All |
| 10:30 | Adjourn |  |

Three objectives have been established for the team to address.

* Provide new employees with a) an understanding of the mission and values of the company and b) a perspective of the functional departments in the company and how they interact
* Allow new hires to visit each department to learn about its mission and work processes
* Create a framework for pairing a company mentor with each new employee to dynamically continue the onboarding process.

**Assignment:**

**Using flip chart paper, rewrite Karen’s agenda for the kickoff meeting to include the project objectives. Make any other improvements you feel are beneficial for the outcome of the meeting.**