Orientation Program

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| Venue: |  |
| Contact: |  |

Agenda

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| 9:00 – 9:30am | Arrival - Introductions and Tea & Coffee |
| 9:30 – 10:00am | Welcome from the Managing Director |
| 10:00 – 11:00am | Marketing – Clients, competitors, opportunities and threats  |
| 11:00 – 11:30am | Morning tea & coffee |
| 11:30 – 12:30pm | Human Resources – Policies, programs, Social Club, charity initiatives |
| 12:30 – 1:00pm | Quality Management/ Customer Service Approach |
| 1:00 – 2:00pm | Lunch (may invite some of the other team members) |
| 2:00 – 2:30pm | Tour of office & facilities |
| 2:30 – 3:30pm | OH&S Awareness / Security and Compliance / IT |
| 3:30 – 4:00pm | Afternoon tea & coffee |
| 4:00 – 4:30pm | Product Awareness Overview |
| 4:30 – 5:00pm | Q&A |