

# ***OPERATIONS DIVISION NEW EMPLOYEE ORIENTATION***

***FY 2018***

8:15 – 8:30 a.m.	Texas Tech System Overview	AR - Hilda
8:30 – 9:00 a.m.	Operation Division Overview	Directors
9:00 - 10:00 a.m.	Professionalism in Workplace	AR - Hilda
10:00 – 10:15 a.m.	BREAK	
10:15– 11:15 a.m.	Employee Safety	AR - Christina
11:15 a.m. – 12:00 p.m.	R.F. Awareness	AR - Elizabeth
12:00 p.m. – 1:00 p.m.	Lunch	On Their Own
1:00 p.m. – 1:30 p.m.	Safety Awareness – EH&S Safety Compliance	AR - Hilda
1:30 p.m. -2:00 p.m.	Operations Trivia	AR – ED TEAM
2:00 – 2:45 p.m.	Employee Support	AR - Ursula
3:00 – 3:15 p.m.	BREAK	
3:15 p.m. – 4:45 p.m.	Onboarding Success Tips <ul style="list-style-type: none"><li>• Employee Incentives</li><li>• Compound Tour</li><li>• CHACP I Tour</li></ul>	AR - Michelle

