*Sample - Local Agenda
Virtual New Employee Orientation
*(may be subject to change)*

- 7:50 am Rollcall
- 8:05 am Welcome
- 8:20 am Oath of Office & Onboarding Forms
- 8:50 am **Upload Documents / Break**
- 9:10 am Office of Human Capital Management
- 9:20 am Questions & Answers
- 9:30 am Office of Talent Solutions
- 9:40 am Employee Resources Information Center (ERIC)
- 10:00 am Cyber Security
- 10:20 am FDA Office of E.E.O
- 10:40 am Reasonable Accommodation
- 10:50 am FDA PMAP Overview
- 11:00 am **10 – Minute Break**
- 11:15 am FDA Ethics
- 12:15 pm **Lunch**
- 1:00 pm Ice Breaker
- 1:25 pm Benefits & Retirement & Forms Overview
- 2:25 pm **10 – Minute Break**
- 2:35 pm FedFinancial Credit Union
- 2:40 pm Employee Assistance Program
- 3:05 pm Announcements
- 3:10 pm FDA Systems / Federal Employment Overview
- 4:00 pm Dismissal
Complete each course in the sequential order, as they appear in the list.

1. HHS Ethics and Insider Trading (Please note: there is no training certificate provided for this course)

2. FDA Employee Resource and Information Center (ERIC)

3. FDA History

4. FDA Records Management

5. FDA Library

6. FDA Employee Safety & Environmental Management

7. Federal Employment Overview

8. FDA Performance Management Appraisal Program

9. Alternative Dispute Resolution (ADR)

10. Paperwork Reduction Act

11. Employee Assistance Program (EAP)

12. FDA Commissioned Corps
Field New Employee Orientation

Live Virtual Class Agenda

Team 1

This agenda is in **Eastern Standard Time** (EST).
Please follow the agenda according to your local time zone

8:45 am  Log-in to NEO Adobe Connect Live Virtual Class
9:00 am  Introduction to the Field NEO eModule curriculum
9:20 am  Questions and Answers
9:30 am  Begin Adobe Connect eModule curriculum
10:45 am Log out of eModules and back to the Live Virtual NEO Class
         Break (15 minutes)
11:00 am Welcome
11:05 am HHS and FDA Overviews
11:20 am FDA Systems Overview
11:50 am US Constitution Video and Booklet
12:00 pm Break – 10 minutes
12:10 pm FDA Cybersecurity
12:40 pm FDA Equal Employment Opportunity
12:55 pm Reasonable Accommodations
1:10 pm  Lunch Break – 50 minutes
2:00 pm  FDA Benefits and Retirement
3:00 pm  Review
4:00 pm  Dismissal
Field New Employee Orientation

Live Virtual Class Agenda

Team 2

This agenda is in Central Standard Time (CST). Please follow the agenda according to your local time zone.

7:45 am  Log-in to NEO Adobe Connect Live Virtual Class
8:00 am  Introduction to the Field NEO eModule curriculum
8:20 am  Questions and Answers
8:30 am  Begin Adobe Connect eModule curriculum
9:45 am  Log out of eModules and back to the Live Virtual NEO Class Break (15 minutes)
10:00 am Welcome
10:05 am HHS and FDA Overviews
10:20 am FDA Systems Overview
10:50 am US Constitution Video and Booklet
11:00 am Break – 10 minutes
11:10 am FDA Cybersecurity
11:40 am FDA Equal Employment Opportunity
11:55 am Reasonable Accommodations
12:10 pm Lunch Break – 50 minutes
1:00 pm FDA Benefits and Retirement
2:00 pm Review
4:00 pm Dismissal
Field New Employee Orientation

Live Virtual Class Agenda

Team 3

This agenda is in **Mountain Standard Time** (MST).
Please follow the agenda according to your local time zone

8:45 AM    Log-in to NEO Adobe Connect Live Virtual Class
9:00 AM    Welcome
9:05 AM    HHS and FDA Overviews
9:20 AM    FDA Systems Overview
9:50 AM    US Constitution Video and Booklet
10:00 AM   Break – 10 minutes
10:10 AM   FDA Cybersecurity
10:40 AM   FDA Equal Employment Opportunity
10:55 AM   Reasonable Accommodations
11:10 AM   Introduction to the Field NEO eModule curriculum
11:20 AM   Q & A -Begin Adobe connect eModule Curriculum
11:50 AM   Log out of eModules and go back into the Live Virtual Class
Break – 10 minutes
12:00 PM   FDA Benefits and Retirement
1:00 PM    Lunch Break - 60 minutes
1:57 PM    Back in the live Adobe Connect Classroom
2:00 PM    Review and Continue with eModule
4:00 PM    Dismissal
**Field New Employee Orientation**

**Live Virtual Class Agenda**

**Team 4**

This agenda is in **Pacific Standard Time** (PST). Please follow the agenda according to your local time zone

<table>
<thead>
<tr>
<th>Time</th>
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