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# ONBOARDING GAMES

## Office Tours



## **What is Office Tours?**

**Office Tours** are guided walks around a company's premises, often provided to new employees as part of their onboarding process. The primary goal is to familiarize them with the,

- physical layout of the office
- key areas like workstations
- meeting rooms
- essential facilities like the kitchen and restrooms

## **Why is Office Tours Effective?**

**Office Tours** play a crucial role in helping new employees feel more comfortable and less overwhelmed in their new environment. By introducing them to their colleagues and the workspace, it aids in

- reducing first-day anxiety
- accelerates their integration into the team
- helps establish a sense of belonging in the company

This practice enhances employee engagement and contributes to a positive work culture from day one.



## **What should an Office Tour include?**

### **Introduction**

Hello and a big welcome to our newest team member! We're thrilled to have you aboard and can't wait to show you around your new work home. This guide is your friendly companion to help you settle in and feel part of our amazing family from day one.

### **Pre-Tour Preparation**

Before we set off on our office adventure, we'll pair you up with one of our friendly team members. They're not just your tour guide; they're your first office buddy, ready to answer all your questions and share insider tips!

### **Tour Checklist**

Here's a checklist to go through for an office tour.

- Welcome and Introduction:** Begin with a warm welcome and a brief overview of the tour.
- Workspace Area:** Show the new joiner their workspace, including desk, computer, phone, and any necessary office supplies.
- Key Departments:** Visit different departments, explaining their functions and introducing the department heads.
- Meeting Rooms and Conference Areas:** Highlight where meetings and larger gatherings occur.
- Facilities and Amenities:**
  - Restrooms:** Point out locations on each floor.



- Kitchen/Cafeteria:** Show where to find coffee, snacks, and meals.
- Printers/Copiers:** Demonstrate how to use common office equipment.
- Emergency Exits and Safety Information:** Ensure they know the emergency procedures and exit routes.
- Break Areas and Common Spaces:** Show lounges or break rooms where employees can relax or eat lunch.
- IT Support:** Introduce the IT support team and explain how to request assistance.
- HR and Administration:** Point out the HR office for any paperwork or policy questions.
- Leisure and Recreation Areas (if applicable):** Show any gym, game room, or other recreational facilities.

## Feedback Mechanism

Loved your tour? Have suggestions? We're all ears! Your feedback is gold, helping us make every new member's welcome as warm as yours. Don't hesitate to share your thoughts.

## Bonus

If available, you could try showcasing below to the employee or give more idea about,

- Health / Safety Guidelines - Covid-19 - Masks Guidance
- Traditions followed / Public Holidays Celebrated with office staff
- Artworks / Decor that points to company culture
- Project Showcase - some of the best works
- Quiet work / Focused work areas



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