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ONBOARDING GAMES

Onboarding Brochure



Onboarding Brochure is your compass to navigate the exciting beginnings of employees journey with team & company. It's packed with essential information and insights to ease your transition into the team.

What is Onboarding Brochure?

Onboarding Brochure is a comprehensive guide for new employees. It serves as a roadmap, detailing what to expect, who to meet, and how things work around here. Think of it as employees personal handbook to the world of [Company].

Why does Onboarding Brochure work?

Onboarding Brochure is more than just a document; it's a welcoming gesture that demonstrates the company's commitment to employee's successful integration into the team. It provides clarity, reduces first-day jitters, and ensures you have all the information you need at your fingertips.

What to include in Onboarding Brochure?

Onboarding Brochure can include many things. However, it is a good idea to keep the tone of the onboarding brochure a little professional and respectful. It can be a powerpoint / google slides that can be updated as and when needed. It should include different sections as per your company structure and teams. Let's take a look at items that would be a good idea to be included inside the brochure.



- **Company Overview**
 - History and milestones.
 - Mission and values.
 - CEO's welcome message.
- **Team Introductions**
 - Key team members and roles.
 - Department overviews.
 - Mentor or buddy system details.
- **Your First Week**
 - Orientation schedule.
 - Training workshops.
 - Introductory meetings.
- **Policies and Procedures**
 - Work hours and dress code.
 - Leave and expense procedures.
 - Health and safety guidelines.
- **Resource Guide**
 - Access to company tools and software.
 - IT, HR, and other support contacts.
 - Office amenities and facilities.
- **FAQs**
 - Common new hire questions.
 - Practical tips for settling in.
 - Career development opportunities.

This is not a full list though, you could ask each team to add their own specific details in sections relevant to them. That would give more control to teams to maintain their own culture.



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