

# Onboarding



# AGENDA – DAY 1 – Presence Cologne Office

|                   |               |  |
|-------------------|---------------|--|
| For all Employees | 9:00 – 10:00  | Welcome @ Detecon  |
|                   | 10:00 – 11:00 | Introduction into Detecon People Topics  |
|                   | 11:00 – 13:00 | IT Basics, Privacy & IT Security (Mobile Device / Delivery & Configuration) Part 1 |
|                   | 13:00 – 14:00 | <b>Lunch Break</b>   |
|                   | 14:00 – 14:50 | IT Basics, Privacy & IT Security (Mobile Device / Delivery & Configuration) Part 2 |
|                   | 15:00 – 15:20 | Introduction into Travel Management  |
|                   | 15:30 – 16:00 | Introduction into Processmanagement  |
|                   | 16:10 – 16:45 | Introduction into Staffing & Decidalo  |
|                   | From 17:00    | Meet your Buddy or PDL   |



# AGENDA – DAY 2 – virtual or together with the new colleagues in the office



|                   |               |   |
|-------------------|---------------|---|
| For all Employees | 9:00          | Welcome Day 2   |
|                   | 09:00 – 11:00 | Consulting Skills (Consultants for Consultants)         |
|                   | 11:10 – 11:40 | Introduction into Detecon Knowledge Management / Merlin |
|                   | 11:45 – 12:05 | Introduction Offerboard Process                         |
|                   | 12:10 – 12:30 | Introduction into Detecon Marketing & Communication     |
|                   | 12:30 – 13:15 | <b>Lunch Break</b>                                      |
|                   | 13:15 – 15:15 | Detecon Chart Pool; Power Point Skills                  |
|                   | 15:15 – 15:30 | <b>Closing &amp; Feedback</b>                           |