




## \*Sample - Local Agenda Virtual New Employee Orientation

\*(may be subject to change)

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



**Field New Employee Orientation**  
Adobe Connect  
eModule Curriculum

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<br>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<br>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

7:45 AM	Log-in to NEO Adobe Connect Live Virtual Class
8:00 AM	Welcome
8:05 AM	HHS and FDA Overviews
8:20 AM	FDA Systems Overview
8:50 AM	US Constitution Video and Booklet
9:00 AM	Break - 10 Minutes
9:10 AM	FDA Cybersecurity
9:40 AM	FDA Equal Employment Opportunity
9:55 AM	Reasonable Accommodations
10:10 AM	Introduction to the Field NEO eModule curriculum
10:20 AM	Questions and Answers/Begin Adobe Connect eModule curriculum
10:45 AM	Log out of eModules and go back into the Live Virtual Class
10:50 AM	Break – 10 minutes
11:00 AM	FDA Benefits and Retirement
12:00 PM	Lunch Break - 60 minutes
12:57 PM	Back in the live Adobe Connect Classroom
1:00 PM	Review & Continue with eModules
4:00 PM	Dismissal