

HENRICO COUNTY NEW EMPLOYEE ORIENTATION AGENDA AND OBJECTIVES

MORNING:

Explanation of Benefits

- Overview of County benefits
- Enroll in County benefit programs
- ID Badge Pictures

County History and Organizational Overview

- Watch “Welcome to Henrico County” DVD
- Learn more about Henrico County's past, present and future
- Introduction to Henrico County’s leadership team and vision

Human Resources/Policies and Procedures/Harassment Information

- Understand the ways Human Resources can assist you as an employee
- Review HR-related policies and procedures
- Watch “Let’s Get Honest” sexual harassment DVD and review County harassment policy

Lunch Time

AFTERNOON:

County Departments/Policies and Procedures

- Understand the functions of the departments which make up the Henrico County team
- Review important County policies and procedures

Meet the County Manager

The Henrico Way: Customer Service

- Identify steps to deliver excellent customer service
- Learn Henrico County’s competencies and how demonstrating them contributes to our customer service culture