

Welcome and Tour

- Welcome intern and discuss orientation plan.
- Give a tour of the facilities including where lunch can be stored, bathrooms and parking info.
- Introduce interns to other staff members.

Discussion Topics

Organization

- Share organization's mission statement and goals.
- Share LCCS's values.
- Provide information/documents on relevant resources connected to the work he/she will perform.

Agency

- Work attire and behavior.
- Hours, breaks, attendance and punctuality.
- Training needs - computers, telephone systems, copy machines or other equipment.
- Review policies
- Review and sign Confidentiality Agreement

Position

- Goals/expectations for intern position and initial work plan.
- Explain best practices for interacting with clients/customers.

Safety Training

- Provide the intern a copy of the Emergency Action plan.
- If UPP intern contact the manager or assistant manager of Building & Operations for safety equipment.

Support

- Provide contact information on who to contact for problems, questions or concerns.
 - Make contact with supervisor.
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