

# 2026 Orientation Agenda

## Day 1

Time	Topic	Duration	Focus
8:30am-9:00am	Welcome	30 minutes	Meet and greet of new Hires.
9:00am-9:15am	ELT Connect	15 minutes	Greetings from Matt video and ELT connect.
9:15am-10:15am	Organizational Culture	60 minutes	Show Mission Moment video and review of schedule for the day. Kahoot to test new hires' knowledge of Nicklaus Children's facts. Review Nicklaus Children's culture, including: CPO video, 4 Pillars video, review of CREATE Values and S2R.
<b>10:15am-10:30am</b>	<b>Break</b>	<b>15 minutes</b>	<b>Break Session</b>
10:30am-11:30am	Benefits	60 minutes	Review of Benefits program for the new hires.
11:30am-12:00pm	Wellness	30 minutes	Review of Wellness Program for new hires.
<b>12:00pm-12:30pm</b>	<b>Lunch Break</b>	<b>30 minutes</b>	<b>Lunch Break Session</b>
12:30pm-1:10pm	TM&E	40 minutes	Talent management discussion on harassment, discrimination, and requirements for reporting.
1:10pm-1:40pm	Portal Review	30 minutes	Review of logging in process and other resources.
1:40pm-2:00pm	Closing: Know Before You Go & Q&A	20 minutes	Review on onboarding requirements, important next steps for new hires, and the schedule for rest of the week.
2:00pm-2:30pm	Leader Connect	30 minutes	New hires will use this time to connect with their leaders.
2:30pm-5:00pm	myles Curriculum	2 hr 30 mins	New hires to complete Myles curriculum independently

## Day 2

PEDS FirstNet **Virtual** Training (Emergency Room & Urgent Care Centers) @ 1pm- 2:30pm\*

*\*Clinical staff will be notified via email if attendance is required.*

## Day 3 & 4

PEDS PowerChart **Live** Training (Hospital Inpatient Units) @10am- 12:30pm\*

*\*Clinical staff will be notified via email if attendance is required.*

Point of Care **Live** Training (Hospital Inpatient Units & Emergency Room) at 8:30am-11:30am

*\*Clinical staff will be notified via email if attendance is required.*

# Training Information

## Orientation Day 1

**Equipment:** For virtual live Microsoft Teams orientation, you will need a laptop, computer or I-Pad with video and audio capabilities. **Cameras are mandatory for this program.**

**Microsoft Teams App:** You will need to download the Microsoft Teams app on the device you'll be using for orientation. Please be sure to download the app and test it prior to orientation. The virtual orientation log-in information is listed below:

### Virtual Orientation Log in Information

Topic: Nicklaus Children's Health System

Time: 08:30 AM Eastern Time (US and Canada)

### [Join the Microsoft Teams meeting now](#)

Meeting ID: 248 816 052 150 0

Passcode: JU7Q6Qw6

**Microsoft Teams Etiquette:** *We recommend that find an area that is free from distractions.* The dress code is business casual. **It is mandatory that you have your camera on, and that the facilitator can see you. Failure to show up on camera will result in the facilitator removing you from the program.**

To ensure the safety of you and others, driving is prohibited during orientation.

## Orientation Day 2, 3, & 4:

**Dress attire:** For any live training sessions taking place on these days, the dress code is business casual. Therefore, the following clothing items are not acceptable: denim jeans, tight fitting clothing or mini-skirts, athletic attire, spandex, sundresses, t-shirts, tank tops, sleeveless blouses or sleeveless dresses, see-through garments, running/athletic shoes or flip flops.

**Plain and/or Nicklaus Children's scrubs are permitted. Other logos are NOT permitted and may result in dismissal.**

**Location:** Please refer to the agenda listed above and read carefully the directions of the locations where training will be taking place.