

# Onboarding Event Agenda

## Arrivals & Mingling

- Participants arrive in the room.
- Allow them to naturally gather in groups of 2-20 people, depending on your host's Room Settings for best speaking and listening capability within. The default group size is 10.

## Welcome

- Host greets the room. Make a toast or start a presentation to speak to the entire room.
- Introduce and welcome the new hire(s). Explain what department and role they will contribute to in the organization.

## Activity 1

- Host chooses and leads the room in a networking activity.
- We recommend Speed Intros.

## Activity 2

- Host leads the room in an activity to help new hires get to know their future co-workers.
- We recommend Discovery Conversations or Introductory Questions.

## Announcement

- Host asks the room to audibly cheer for the new hire, making them feel welcome.

## Mingling

- Participants can freely move around the room, continue conversations with new hire(s), and establish new connections.

## Farewell & Departures

- Host gives closing message and has option to close the room or leave it open for further mingling.

# Speed Intros

## How it Works

- Divide the room up into smaller groups of 4-7 people and have them spread out around the room, establishing some distance between them. The groups can be representative of departments, or random.
- Turn on the Compass. New hires stay put while the other participants take their places in groups around the room.
- New hires will each pick a team to join, and move over to it.
- Host can Start a Convo to display questions for the room to answer, or put questions into the chat box. Common convo starters include name, job title and department, location, family members, and pets.
- Each person will answer all of the questions. Allow 10 minutes for discussion within groups.
- When the time is up, new hires rotate groups so that they can speak to a new group of people within the organization. Use the same questions, or use new ones.
- Continue until the new team member(s) have had a chance to meet and get to know a little bit about everyone in the room or the different departments.

**End**

# Discovery Conversations

## How it Works

- Host will assist the room in dividing up into pairs. To get started, count the participants in the room and assign each a sequential number. EX: 1, 2, 3, and so on. If there is an odd number of participants, then the host can participate in the exercise to make the number even.
- Turn on the Compass. Have all of the odd numbers form a circle around the room starting with number 1 at point N on the compass.
- Once the odd numbers are in position, instruct all of the even numbers to pair up with an odd number at a point on the circle. Keep some distance between each pair for best speaking and listening capability.
- Host will use the Start a Conversation feature to prompt discussion. Choose from one of the existing ice breakers or create your own talking point. Each pair will converse for 2-3 minutes. Then close the conversation.
- Instruct the even numbers to rotate clockwise until everyone is paired up with a new person. Odd numbers will remain in place.
- Start another conversation by choosing or creating an ice breaker.
- Repeat this process until the even numbers have completed a full circle around the room and had conversations with each odd number.

**End**

# Introductory Questions

## How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.
- Once the groups have formed, the host will provide the room with questions to help everyone get to know each other. They can read them aloud while giving a toast, and put them in the chat box.
- Here are some examples of introductory questions:
  - Where were you born?
  - Where do you live?
  - Did you go to college?
  - Do you play an instrument?
  - What organization are you a part of?
  - What is your department/role??
  - Where is your favorite place to travel?
  - Do you speak a second language?
- Give the room 5-7 minutes to answer the questions within their small groups.
- Provide new questions for the same groups to answer, or instruct the groups to shuffle so that everyone is speaking with some new people and use the same questions.
- Repeat as many times as you would like and feel free to allow the groups to spend more time answering the questions.
- Allow some time at the end for anyone to continue conversations that were started during the introductory questions.

**End**