



## Overview of DHHS New Employee Orientation Courses

### **Welcome and Introductions**

New employees receive a welcome speech by the Executive Director. Orientation begins with an informal icebreaker and introductions.

### **Countywide HR training**

This virtual class presents a broader overview of Milwaukee County and covers information relevant to all County employees, including Health Insurance, access to technology, and probationary periods.

### **How To Be a DHHS Employee**

This training provides an overview of Dayforce (including tracking time and requesting time off), the Microsoft 365 Applications, Milwaukee County Printers. Additional overview is given of the DHHS Work Guide related to employee expectations.

### **DHHS No Wrong Door Training**

This training provides an overview of DHHS service areas and strategic plan. The session encourages participants to think about how the No Wrong Door model impacts the way they serve in their new role.

### **Mission, Vision and Values**

This training provides an opportunity for new employees to discuss how equity, diversity, inclusion and intersectionality connect to their new role.

### **Building Tour**

New employees receive a tour of the new Marcia P Cogg building, showing where they will be working if applicable.

### **Preparing for your Second Day**

This training ensures that new employees have information on where to meet and when to arrive at work on their second day. It also provides an overview of mandatory Dayforce and HealthStream trainings, including how to access them, with relevant deadlines. Attendees have the opportunity to complete mandatory online trainings following this class.

### **Next Day Plans & Further Trainings**

This training concludes the New Employee Orientation and is designed to ensure employees are aware of where, when, and how their onboarding will continue on the next day of employment. It also gives a final reminder related to other upcoming trainings they are responsible for completing.