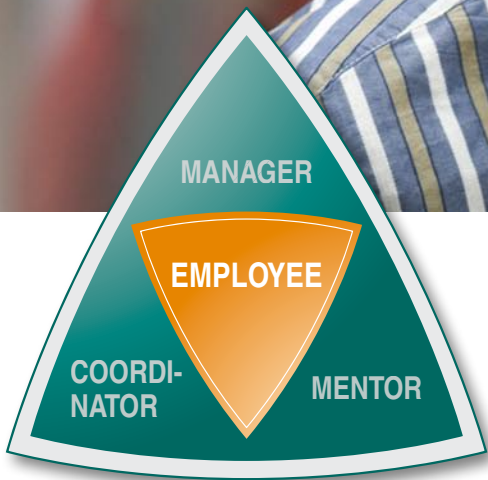


Introduction and Onboarding Programme

Personal Introduction Plan






11/2008



1. Introduction and onboarding programme data

Employee name, initials and number	Job title	Department name

2. Your personal guides during the introduction and onboarding programme

Picture and contact information	
Manager	
	
Mentor	
	
Coordinator	
	

3. Work tasks and project assignments the first three months of employment

Work tasks and possible projects the new employee will be engaged with during the first three months

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Relevant persons in relation to work tasks and project assignments

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4. Networks in COWI

Professional networks of relevance for the new employee and contact persons

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Your mentor will help you identify social networks of interest.

5. Meetings

Meetings between manager & employee and mentor & employee

During the introduction and onboarding programme four meetings are arranged. Three with the manager and one with the mentor.

Activity	Date and time
Meeting 1 – with manager (On the first day - 1 hour) Welcoming and introduction by manager	
Meeting 2 – with mentor (During the first week - 1 hour) Introduction to the department, project work, networks and customers	
Meeting 3 – with manager (after two months - 1 hour) Performance feedback and job satisfaction discussion	
Meeting 4 – with manager (after six months - 1 hour) Performance feedback and evaluation of introduction programme	

6. COWI training courses

Every new employee must participate in the following three COWI training courses within the first six months.

Activity	Date and time
Introduction course Introduction to the one-company-network of COWI, values, strategy and project work	
QM and BIMS training Quality Management and Business Integrity Management System	
COWI IT Introduction to the IT-systems of COWI	

7. Completion date of the introduction and onboarding programme

The introduction and onboarding programme is considered to last six months. Below indicate the completion date of the programme (for instance same day as meeting four).

Completion date: _____