

New Employee Orientation
The Academy of Leadership and Professional Development
6 Independence Point, Greenville, SC 29615

Dear New Team Member,

Welcome to Greenville Health System! We are pleased you have chosen to join our team.

Your first day of employment will be (refer to your offer letter), where you will attend an all-day learning event: New Employee Orientation (NEO). As a reminder, you must successfully complete the REQUIRED regulatory Computer Based Training (CBT) courses (refer to your offer letter) and Employee Health screening requirements before you are cleared to attend the live one day facilitated session. Please contact your Talent Acquisition Partner or your Manager if you have not received documentation – written or electronically – that verifies completion of all required tasks and a specific start date.

New Employee Orientation Program

We have created a new employee orientation program that will welcome you into our work family and immerse you in our culture, where the focus is on creating a positive, quality patient experience. Come prepared to learn how you will contribute to the organization’s continued success. Detailed information regarding the NEO program follows and can also be found on our Academy website: www.ghs.academy.org

When:	Reference your offer letter
Where:	6 Independence Point, Classroom 105 Greenville, SC 29615
Start Time:	7:15 am, <i>Registration Promptly Begins</i> 8:00 am, Program Begins
End Time:	3:00 pm, <i>approximately</i>

- *Driving Directions and Parking* – If you have a GPS system on your phone or in your vehicle, simply mapping the address will lead you straight to the building. *Quick instructions: From I-385S toward Columbia – take exit 37 (Roper Mountain Road) and turn LEFT onto Roper Mountain Road. From I-385N toward Greenville – take exit 37 (Roper Mountain Road) and turn RIGHT.* If you prefer detailed, written directions, click **here**. New employees should park on the back side of the Academy where the lime green flags greet you. Enter the building through the doors.
- *Entry Into the Building* – One of the incredible GHS team members will greet you at the entrance and provide a warm smile and instructions on next steps.
- *Attire* – Business casual is appropriate attire for the day. Please note that the following attire is unacceptable and not allowed: no denim/jeans of any kind – pants, jackets, skirts, shirts. No leggings, jeggings, t-shirts or hoodies with inappropriate pictures, words or phrases allowed. Arrival in inappropriate attire may result in your being asked to go and change clothes. Additionally, please avoid wearing lotions or perfumes with loud scents.
- *Food* – It is our pleasure to provide breakfast snacks, coffee and water in the morning, lunch, and afternoon snacks.
- *What to Bring* – Your license, questions regarding benefits, your curiosity and your positive attitude! We’ll provide the rest! (Note: the training room temperature may fluctuate throughout the day – please dress accordingly.)
- *Greenville Health System is an American Heart Association (AHA) organization, which means we acknowledge any recent AHA training you may have received. If you hold an AHA-issued BLS, ACLS, PEARS or PALS card, please bring them with you.*

We look forward to welcoming you into the GHS family. We have included a high-level agenda to give you an idea of how your day will progress.

AGENDA

TIME	TASK
7:15 – 8:00 am	Check-In, Welcome, Tour
8:00 – 8:30 am	Introduction of Facilitators, Agenda and Binder Tour, CBT Review
8:30 – 9:00 am	Senior Leadership Welcome
9:00 – 9:45 am	Patient Experience Overview
9:45 – 10:00 am	BREAK
10:00 – 10:45 am	Equity and Inclusion
10:45 am – 1:00 pm	Knowledge Market and Lunch (Includes Benefits Overview, Learning Lab/New User Registration)
1:00 pm – 1:45 pm	Law Enforcement Presentation
1:45 – 2:00 pm	BREAK
2:00 – 2:40 pm	Conscious Professionalism
2:40 – 3:00 pm	Wrap Up/Final Activity/ADJOURN