

## Local Office Orientation Schedule\*

### Day 1

Welcome / Office Tour

Getting Started

Local Office Introductions and Orientation

Firm Overview and Core Values

Self Study Modules

Benefits and HR Resources

### Day 2

Getting Started Flex time

- Meeting scheduled with manager, performance manager, peer liaison, etc.
- Setting up workstation
- Review emails, InCrowe articles, etc.
- Complete online modules

Professionalism: Ethics and Independence

Local Office Training (Continued)

Self Study Modules (Continued)

DTE Basics and Practice Self Study

Flex time

- Online presentations
- Local office training
- Meetings
- Individual work time