

After new team member has worked in the Service Center for 5-10 days

The new team member should have completed their first 5-10 work days, but should not have been in position for more than 14 days

You should review with the SCM the progress made to this point by the new team member. Be prepared to praise the team member for accomplishments and to be ready to emphasize any areas of concern. Arrange for the AM Orientation with the SCM and new team member and include:

- AM Orientation Location & Time
- Introduce yourself if applicable
- Provide your contact number
- Explain what they should wear to this meeting
- Ask them to bring their Activity Guide
- Be prepared to review their Valvoline U progress

Prepare the team member by explaining the length of time needed to complete the AM Orientation.

Your new Ivy Lane team member has likely already had their day one experience at the Service Center. If you are performing the day one activities please follow the SCM guide.

If you are completing the AM portion of the Orientation, you are completing the final step in the Orientation process. Make sure you create a welcoming experience and that you are setting up our new VAMILY member for success! You have the opportunity to take and mold this person into a long-term member of the Ivy Lane family. AM orientation impressions make a huge impact with the new team member.

| Time | Task | Notes | Who |
|------------|---|--|--|
| 15 Minutes | <ul style="list-style-type: none"> • New Team Member Arrives • Welcome them to the Orientation • Clock them in/record employee ID# (grx) for later timesheet adjustment • Brief introduction before beginning | <ul style="list-style-type: none"> • Keep initial introductions brief. There is a slide in the presentation to dive deeper into introductions • Keep things light and welcoming • Ask questions about the training they have received to this point. | <ul style="list-style-type: none"> • AM |
| 10 Minutes | <ul style="list-style-type: none"> • Review the day's agenda • Uniforms <ul style="list-style-type: none"> – Verify that uniforms have been ordered • Verify the team member has received their shoes, or has appropriate shoes. • Verify the team member understands how to use VPoint | <ul style="list-style-type: none"> • Verify the new team member understands how to navigate to the Ivy Website to review HR documents, including the paydate calendar. • Remind them that you are always available for questions and our HR department can also help. | <ul style="list-style-type: none"> • AM |
| 10 Minutes | <ul style="list-style-type: none"> • Discuss training plan/tools <ul style="list-style-type: none"> – Review Activity Guide • Log-in to VIOCU • Review training progress and discuss as needed. | <ul style="list-style-type: none"> • Review the Day 1 Portion of the Activity Guide • Ask for any needed clarifications from the Glossary • Review any MWYT sections that have been completed including the written answers. Ask questions to insure knowledge of subjects. | <ul style="list-style-type: none"> • AM |

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| 30 Minutes | <ul style="list-style-type: none"> Using Orientation Powerpoint go through the formal slide show for about 30 minutes until you reach a good stopping point. | <ul style="list-style-type: none"> Take time to explain and emphasize key points on the slides and videos. Emphasize safety Emphasize our culture | <ul style="list-style-type: none"> AM/PPT |
| 15 Minutes | <ul style="list-style-type: none"> Take a Break | <ul style="list-style-type: none"> Take a break | <ul style="list-style-type: none"> AM |
| 40 Minutes | <ul style="list-style-type: none"> Using Orientation Powerpoint finish the formal slide show | <ul style="list-style-type: none"> Take time to explain and emphasize key points on the slides and videos. Emphasize safety Emphasize our culture | <ul style="list-style-type: none"> AM/PPT |
| 10-20 Minutes | <ul style="list-style-type: none"> Debrief with new team member | <ul style="list-style-type: none"> Spend as much time as is needed to review the Orientation and ask questions about training. Leave the new team member with an understanding of how they can succeed with Ivy Lane. Be certain new team member understands your commitment to their training. | <ul style="list-style-type: none"> AM |