



New Employee Orientation (NEO) Schedule

Day One: Start Date		
Schedule	Training/Topic	Team Member
	Human Resources (3hrs.) Welcome & Overview of CETPA (TMH: Section A) Employee & Payroll Policies (TMH: Section B)	Elhy Solis
	Direct Supervisor (2 hrs.) Job/Position Description (TMH: Section C) Department Procedures Overview	
	Compliance Department (1 hr) Corporate Compliance Program (TMH: Section D)	Norma Zúñiga
	CETPA Department Coordinators Introduction & Tour: Prevention Department (30 min.)	Michelle Zelaya
	Clubhouse (30 min.)	Henry Higueta
	Clinical Department (30 min.)	Rick Rodriguez

Day Two		
Schedule	Training/Topic	Team Member
	Health & Safety (1 hr.) (TMH: E) Safety Procedures	
	Office Procedures Front Desk (3 hr)	
	Intake (3 hr)	

Day Three		
Schedule	Training/Topic	Team Member
	Specific Department Training	