DAILY SCHEDULE - ONBOARDING

Training to take place OUTSIDE Council Chambers
Week of: October 18

830 AM 845 AM 900 AM 915 AM 900 AM 915 AM 930 AM 1030 AM 1030 AM 1030 AM 1045 AM 1030 AM 1045 AM 1030 AM 1055 AM 1056	10/22 FRIDAY		10/21 THURSDAY	10/20 WEDNESDAY	10/19 TUESDAY	10/18 MONDAY	
8-30 AM 9-00 AM 9-15 AM 9-30 AM 9-31 AM 9-30 AM 9-35 AM 10-10 AM 11-10 AM 1							
900 AM 915 AM 915 AM 915 AM 920 AM 1000 AM 1005 AM 1015 AM 1015 AM 1020 AM 1030 AM 1045 AM 1030 AM 1045 AM 1030 AM 1045 AM 1030 AM 1045 AM 1045 AM 1045 AM 1050 AM 1045 AM 1050 AM 1045 AM 1050 AM 105	OFFICE SET UP	OFFICE SE	OFFICE SET UP	OFFICE SET UP			
9.15 AM 9.30 AM 9.45 AM 10.00 AM 10.15 AM 10.30 AM 10.15 AM 10.30 AM 10.15 AM 10.30 AM 10.15 AM 10.30							
9/30 AM 9/45 AM 10/10 AM 10/15 AM 10/15 AM 10/15 AM 11/10 AM 11/15 AM 11/10 AM 11/15 AM 11/10 AM 11/15							9:00 AM
9:30 AM 9:45 A	ONNEL PROCESSES (i.e.	HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork)					9:15 AM
9.45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:10 AM 11:15 AM 12:00 PM 12:15 PM 12:00 PM 13:00 PM 13:0							9:30 AM
TRANSITION DAY (Moving staff/Council in and out) TRANSITION DAY (Moving staff/Council in and out) ONBOARDING: IT, DEVICES AND SET UP ONBOARDING: LEGISLATIVE & PROCEDURAL RULES (Chambers) IT, DEVICES and IT							9:45 AM
10:30 AM 10:45 AM 11:10 AM 11:15 AM 11:15 AM 11:30 AM 11:45 AM 12:200 PM 12:15 PM 12:30 PM 1-15 PM 1-1							10:00 AM
10-45 AM 11:00 AM 11:15 AM 11:10 AM 11:15 AM 11:30 AM 11:45 AM 11:200 PM 12:15 PM 12:20 PM 1:245 PM 1:00 PM 1:15 PM 1:00 PM 1:							10:15 AM
11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM 12:23 PM 12:29 PM 12:29 PM 12:30 PM 13:5 PM 12:00 PM 14:5 PM 22:00 PM 12:5 PM 12:00 PM 14:5 PM 22:00 PM 14:5 PM 23:00 PM 14:5 PM 24:5 PM 33:00 PM 31:5 PM 33:00 PM 33:00 PM 34:5 PM 43:00 PM 41:5 PM 43:00 PM 43:00 PM 43:00 PM 44:5 PM 43:00 PM 44:5 PM 43:00 PM 44:5 PM 44:5 PM 44:5 PM					(Moving starry obtains in this buty		
11:15 AM 11:30 AM 11:45 AM 11:20 PM 12:20 PM 12:30 PM 12:45 PM 10:0 PM 1.15 PM 1.15 PM 2.00 PM 2.15 PM 2.00 PM	EVICES and SET UP	IT, DEVICES at					
1130 AM 1145 AM 1200 PM 12215 PM 1230 PM 1245 PM 1300 PM 1315 PM 145 PM 200 PM 215 PM 2200 PM 2215 PM 230 PM 245 PM 230 PM 245 PM 330 PM 330 PM 330 PM 330 PM 345 PM 445 PM 446 PM 447 PM 448 P				J.			
11:45 AM 12:00 PM 12:30 PM 12:45 PM 1:00 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:00 PM 2:15 PM 2:00 PM 3:15 PM 3:00 PM 3:15 PM 3:							
12:00 PM 12:30 PM 12:45 PM 1:00 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:00 PM 2:15 PM 2:00 PM 3:00 PM 3:0							
12:30 PM 1:245 PM 1:30 PM 1:35 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:30 PM 2:30 PM 2:30 PM 3:30 PM 3:15 PM 3:30 PM 3:15 PM 3:30 PM 3:15 PM 4:30							
1:245 PM 1:15 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 3:30 PM 3:15 PM 3:30 PM 3:15 PM 3:30 PM 4:15 PM 4:30 PM 4:45 PM 4:30 PM 4:45							12:15 PM
1:245 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:30 PM 2:30 PM 3:00 PM 3:15 PM 3:00 PM 3:15 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:30 PM 4:45			LUNGU/EDEE TIME			ELECTION DAY	12:30 PM
1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:31 PM 3:31 PM 4:30 PM 4:15 PM 4:30 PM 4:45 PM 4:40 P			LUNCH/FREE TIME				12:45 PM
1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:30 PM 4:15 PM 4:30 PM 4:15 PM 4:30 PM 4:30 PM 4:45 PM 4:45 PM							1:00 PM
1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:30 PM 4:15 PM 4:30 PM 4:45 PM							1:15 PM
HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) ONBOARDING: WORKPLACE LEGISLATION AND STANDARDS (i.e. OH&S, WCB, etc.) SUPPORT IN SETTING WORK (I.e. OH&S, WCB, etc.) ONBOARDING: MEET and GREET with the CITY MANAGER HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) ONBOARDING: WORKPLACE LEGISLATION AND STANDARDS (i.e. OH&S, WCB, etc.) ONBOARDING: MEET and GREET with the CITY MANAGER HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) ONBOARDING: WORKPLACE LEGISLATION AND STANDARDS (i.e. OH&S, WCB, etc.) ONBOARDING: MEET and GREET with the CITY MANAGER HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.) ONBOARDING: SUPPORT IN SETTING ONBOARDING: MEET and GREET	GOOGLE TRAINING		HR, PERSONNEL PROCESSES (i.e.			1:30 PM	
2:35 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:35 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:45 PM 4:45 PM				MANAGER			
2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:30 PM 4:45 PM				ONDOARDING. FOBLIC			
2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:30 PM 4:45 PM 4:45 PM			LEGISLATION AND STANDARDS (i.e. OH&S, WCB, etc.) SUPPORT IN S				
3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:45 PM				LEGISLATION AND STANDARDS (i.e.			
3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:45 PM 4:45 PM 4:45 PM	IN CETTING UP DEMOTE	CURRORT IN CETTU					
3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:45 PM 4:45 PM							3:15 PM
3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM 4:45 PM ONBOARDING: SUPPORT IN SETTING ONBOARDING: MEET and GREET WITH ALD TO A LID DENOTE WORK.				ONBOARDING: MEET and GREET with			3:30 PM
4:30 PM 4:30 PM 4:45 PM 4:45 PM ONBOARDING: SUPPORT IN SETTING ONBOARDING: MEET and GREET ONBOARDI				ONDO ADDING: COOCI E TO AINING			3:45 PM
4:30 PM 4:45 PM 4:4			AND AND INC. GOOGLE TRAINING	ONDONIDING. COOCE TRAINING			4:00 PM
4:45 PM ONBOARDING: SUPPORT IN SETTING ONBOARDING: MEET and GREET WITH CITY AUDITOR	ONNEL PROCESSES (i.e.						4:15 PM
UNBOARDING. SUPPORT IN SETTING UNBOARDING. MEET AIR GREET	a penerits paperwork.)	payroll and benefit			TRANSITION DAY (Moving staff/Council in and out)		
5:00 PM							
E I E DM			on Papilon	o			
5:15 PM 5:30 PM							
5:45 PM							
6:00 PM							
6:15 PM							
6:30 PM							6:30 PM

DAILY SCHEDULE - ONBOARDING Training to take place OUTSIDE Council Chambers Week of: October 25

	10/25 MONDAY	10/26 TUESDAY	10/27 WEDNESDAY	10/28 THURSDAY	10/29 FRIDAY
8:00 AM 8:15 AM 8:30 AM	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP
8:45 AM			•		
9:00 AM				HR, PERSONNEL PROCESSES (i.e.	
9:15 AM			ONBOARDING: COUNCIL MEETING	payroll and benefits paperwork)	
9:30 AM			WITH CITY MANAGER (Mandatory)		
9:45 AM					UD DEDOGNALE DEGGES /
10:00 AM	ONBOARDING: CITY HALL TOUR				HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork)
10:15 AM			ONBOARDING: MEETING AND VOTING LOGISTICS		
10:30 AM		OFFICIAL PHOTO SESSION		ONBOARDING: SECURITY PROTOCOLS	
10:45 AM					
11:00 AM	ONBOARDING: REHEARSAL TIME FOR SWEARING IN CEREMONY		ONBOARDING: eSCRIBE & DILIGENT TRAINING		
11:15 AM	SWEARING IN CEREMONY		IRAINING	ONBOARDING: AUMA PENSION	IT, DEVICES and SET UP
11:30 AM				SESSION	
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM		MAYOR & COUNCIL LUNCHEON WITH			
12:45 PM	MAYOR AND COUNCIL LUNCHEON	ELT		LUNCH/FREE TIME	
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM	GOOGLE TRAINING	SWEARING-IN CEREMONY			HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork)
2:00 PM				ONBOARDING: MEDIA RELATIONS TRAINING	payron and benefits paperwork)
2:15 PM		INAUGURAL COUNCIL MEETING	ONBOARDING: INTRODUCTION TO THE OFFICE OF THE CITY CLERK	IRAINING	
2:30 PM		(Appointments)	SERVICES		
2:45 PM					
3:00 PM					
3:15 PM	payroll and benefits paperwork)	RECEPTION WITH MAYOR/COUNCIL		ONBOARDING: COMMUNICATIONS AND ENGAGEMENT COUNCIL SERVICES (Speech and Brief Writing)	
3:30 PM		AND INVITED GUESTS			
3:45 PM					IT, DEVICES and SET UP
4:00 PM					
4:00 PM					
4:30 PM					
4:45 PM					
5:00 PM					
5:15 PM					
5:30 PM					
5:45 PM					
6:00 PM					
6:15 PM					
6:30 PM					
		1	l .		

DAILY SCHEDULE - ORIENTATION - COUNCIL SCHOOL

Training to take place in Council Chambers

Week of: November 1

	11/1 MONDAY	11/2 TUESDAY	11/3 WEDNESDAY	11/4 THURSDAY	11/5 FRIDAY
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM	WELCOME AND INTRODUCTIONS TO ELT				
9:15 AM				SERVING EDM: STRATEGIC	
9:30 AM			MANAGING THE CORP: BUDGET PROCESS & FINANCIAL REPORTING	PRIORITIZED RELATIONSHIPS AND PARTNERSHIPS SERVING EDM: INTERGOVERNMENTAL CONTEXT & INITIATIVES	
9:45 AM		MANAGING THE CORP: DIVERSITY & INCLUSION Part 1 (GBA+, Art of			PLANNING FOR THE FUTURE: CITY PLAN
10:00 AM		Inclusion, Anti Racism)			
10:15 AM					
10:30 AM	COUNCIL SESSION - LEARNING FROM COUNCIL				
10:45 AM	TROM COORCIE				
11:00 AM		MANAGING THE CORP: DIVERSITY &			
11:15 AM		INCLUSION PART 2 (Anti Racism continued, Employee Resource	MANAGING THE CORP: LAND MANAGEMENT AND LAND	SERVING EDM: LISTENING & LEARNING (PUBLIC ENGAGEMENT & RESEARCH)	PLANNING FOR THE FUTURE: FROM POLICY TO A HOME
11:30 AM		Network, Corporate Accessibility Plan)	DEVELOPMENT		POLICE TO A HOME
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM			LUNCH/FREE TIME		
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM				SERVING EDM: AFFORDABLE	PLANNING FOR THE FUTURE:
2:00 PM	MANAGING THE CORP: WHAT DEPARTMENTS DO, AND WHO IS WHO WHO MANAGING THE CORP: EMPLOYEE EXPERIENCE (Cultural Commitments, Leadership Competencies, Respectful Workplace, etc.)		MANAGING THE CORP: INDIGENOUS FRAMEWORK	HOUSING & HOMELESSNESS RESPONSE	ECONOMIC LANDSCAPE
2:15 PM					
2:30 PM		Leadership Competencies, Respectful			
2:45 PM		Workplace, etc.)		SERVING EDM: COMMUNITY SAFETY	PLANNING FOR THE FUTURE:
3:00 PM			& WELLBEING TASK FORCE RECOMMENDATIONS	ZONING BYLAW RENEWAL	
3:15 PM		SERVING EDM: MAJOR SHIFTS IN SERVICES FOR 2021-22			
3:30 PM	POLICY FRAMEWORK				
3:45 PM		MANAGING THE CORP: OUR UNION		SERVING EDM: ETS RIDERSHIP	PLANNING FOR THE FUTURE:
4:00 PM		PARTNERS/COLLECTIVE BARGAINING		RECOVERY	BUSINESS PLANNING/LOCAL ECONOMY
4:15 PM		AMEWORK (Connect			
4:30 PM	MANAGING THE CORP: STRATEGIC PLANNING FRAMEWORK (Connect		SERVING EDM: CLIMATE RESILIENCY	SERVING EDM: SNOW AND ICE PROGRAM	PLANNING FOR THE FUTURE:
4:45 PM	Edmonton, corporate business planning, ERM, EPM) MANAGING THE CORP: EMERGEN	MANAGING THE CORP: EMERGENCY			
5:00 PM	planning, ERW, EPW)	MANAGEMENT (Pandemic Update)			SOCIAL FORECASTS
5:15 PM					
5:30 PM					
6:00 PM					
7:00 PM				DEPARTING COUNCIL DINNER	
8:00 PM				DEI ARTING GOORGIE DIRRIER	

DAILY SCHEDULE - ORIENTATION - GOVERNANCE EXCEL

Training to take place in Council Chambers
Week of: November 8

	11/8 MONDAY	11/9 TUESDAY	11/10 WEDNESDAY	11/11 THURSDAY	11/12 FRIDAY		
8:00 AM							
8:15 AM							
8:30 AM							
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM							
10:45 AM	COMMUNITY AND PUBLIC SERVICES COMMITTEE	URBAN PLANNING COMMITTEE	EXECUTIVE COMMITTEE				
11:00 AM							
11:15 AM							
11:30 AM							
11:45 AM							
12:00 PM							
12:15 PM							
12:30 PM							
12:45 PM	LUNCH/FREE TIME						
1:00 PM				REMEMBRANCE DAY	COUNCIL OFF		
1:15 PM							
1:30 PM							
1:45 PM							
2:00 PM							
2:15 PM	GOV EXCELLENCE: GOVERNANCE	GOV EXCELLENCE: DELEGATION OF	GOV EXCELLENCE: ETHICS ADVISOR & INTEGRITY COMMISSIONER				
2:30 PM	TRAINING						
2:45 PM							
3:00 PM							
3:15 PM	DDF 114						
3:30 PM	BREAK	DDC+V	DDEAM				
3:45 PM		BREAK	BREAK		BREAK		
4:00 PM							
4:15 PM		OV EXCELLENCE: GOVERNANCE TRAINING CONTINUED GOV EXCELLENCE: AGENCIES, BOARDS, AND COMMISSIONS	GOV EXCELLENCE: COUNCILORS RULES OF ENGAGEMENT				
4:30 PM	GOV EXCELLENCE: GOVERNANCE TRAINING CONTINUED						
4:45 PM							
5:00 PM							
5:15 PM							
5:30 PM							
5:45 PM							
6:00 PM							