



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

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

# 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				REMEMBRANCE DAY	COUNCIL OFF		
8:15 AM							
8:30 AM							
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM	COMMUNITY AND PUBLIC SERVICES COMMITTEE	URBAN PLANNING COMMITTEE	EXECUTIVE COMMITTEE				
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM							
10:45 AM							
11:00 AM							
11:15 AM							
11:30 AM							
11:45 AM							
12:00 PM	LUNCH/FREE TIME						
12:15 PM							
12:30 PM							
12:45 PM							
1:00 PM							
1:15 PM							
1:30 PM	GOV EXCELLENCE: GOVERNANCE TRAINING	GOV EXCELLENCE: DELEGATION OF AUTHORITY	GOV EXCELLENCE: ETHICS ADVISOR & INTEGRITY COMMISSIONER				
1:45 PM							
2:00 PM							
2:15 PM							
2:30 PM							
2:45 PM							
3:00 PM							
3:15 PM	BREAK	BREAK	BREAK				
3:30 PM							
3:45 PM							
4:00 PM	GOV EXCELLENCE: GOVERNANCE TRAINING CONTINUED	GOV EXCELLENCE: AGENCIES, BOARDS, AND COMMISSIONS	GOV EXCELLENCE: COUNCILORS RULES OF ENGAGEMENT				
4:15 PM							
4:30 PM							
4:45 PM							
5:00 PM							
5:15 PM							
5:30 PM							
5:45 PM							
6:00 PM							