

Good to have you here.

Your first week, 12 to 16 October 2026

09:30

Meet your buddy at reception.
Sample location: Studio A,
14 Example Lane.

A gentle start. Time to ask questions.

Day	Time	Plan	Meet
Mon 12	09:30 / 11:00	Welcome tour / account setup	Buddy / IT support
Tue 13	10:00 / 14:00	Product introduction / team lunch	Product team / buddy
Wed 14	10:00 / 15:00	Shadow a handoff / quiet reading	Project lead / self-led
Thu 15	10:00 / 14:00	First small task / feedback	Manager / reviewer
Fri 16	11:00 / 15:00	Week-one check-in / next week	Manager / buddy

Before you arrive

Bring a notebook. Ask People Operations about access needs or a schedule change.