

# EMPLOYEE DEVELOPMENT OPPORTUNITY



Office of the County Executive, Department of Human Resources, Office of Human Rights and Equity Programs, Department of Information Technology, Risk Management

Issue Data: December 14, 2010  
Phone: 703-324-3394

## New Employee Orientation Schedule – 2011



<b>Parts 1 - Welcome to Fairfax County (NEOR100A)</b> Topics covered include: <ul style="list-style-type: none"> <li>County's past, present, and vision for the future as a High Performance Organization</li> <li>Employee rights and responsibilities</li> <li>Employee Development and Learning Program</li> <li>Job safety, security and health on the job</li> <li>Introduction of County leaders</li> <li>Leave and holidays</li> <li>Payroll Overview</li> <li>Your paycheck</li> </ul>					<b>Part 2 – Your Benefits as a County Employee (NEOR100B)</b> Topics covered include: <ul style="list-style-type: none"> <li>Enrollment deadlines</li> <li>Retirement plans and choices</li> <li>Deferred compensation programs</li> <li>Health and dental plans</li> <li>Flexible spending accounts</li> <li>Life, salary and long term care insurance</li> <li>Pre-tax benefits and restrictions</li> </ul>				
<b>Dates for Part 1: Questions? Call: 703-324-3394</b> <b>Time: 8:30 a.m. - noon</b>					<b>Dates for Part 2: Questions? Call: 703-324-4917</b> <b>Time: 9:00 a.m. - Noon</b>				
01/21/11	02/18/11	03/18/11	04/15/11	05/20/11	01/12/11	02/09/11	03/09/11	04/13/11	05/11/11
06/17/11	07/15/11	08/19/11	09/16/11	10/21/11	06/15/11	07/13/11	08/10/11	09/14/11	10/12/11
11/18/11	12/16/11				11/04/11	12/14/11			
<b>Part 3 – Performance Management (NEOR100C)</b> Topics covered include: <ul style="list-style-type: none"> <li>The foundations of performance management</li> <li>The phases and components of the performance management system</li> <li>Employee engagement in the performance management process</li> <li>Employee and supervisor responsibilities</li> </ul>					<b>Part 4 - Information Technology and County Security (NEOR100D)</b> Topics covered include: <ul style="list-style-type: none"> <li>Securing, accessing and leveraging information technology</li> <li>Information security and appropriate use of technology</li> <li>Role and responsibilities of the technical support center</li> <li>Technical training programs and opportunities</li> <li>County's building security</li> </ul>				
<b>Dates for Part 3: Questions? Call: 703-324-3394</b> <b>Time: 8:30 a.m. - noon</b>					<b>Dates for Part 4: Questions? Call: 703-324-5405</b> <b>Time: 9:00 a.m. - noon</b>				
01/06/11	02/17/11	03/24/11	04/21/11	05/26/11	01/20/11	03/17/11	05/18/11	07/21/11	09/15/11
06/23/11	07/28/11	08/25/11	09/22/11	10/27/11	11/17/11				
11/10/11	12/08/11								

**WHO SHOULD ATTEND:** Parts 1, 2 and 3 are **mandatory** for all new employees. Part 4 is **mandatory** for all employees who use Fairfax County computers to fulfill their job responsibilities. You may take them in any order.

**HOW TO REGISTER:** Pre-Registration is Required. You may self-register at the following link: <http://infoweb/employeeu/> - click on Employee Learning Center on the left navigation bar and follow self-registration instructions or contact your training coordinator to register. A list of training coordinators can be found at <http://infoweb/employeeu/doc/TrainingCoordinators.pdf>.

**TIMES AND LOCATION:** Please Note Start Time of Each Class. Allow at least 10 minutes to park and find the room. All classes are at the Government Center (12000 Government Center Parkway, Fairfax, VA 22035). See location posted in the forum of the Government Center. The cafeteria (located on the first floor of the Government Center) opens at 7 a.m. for breakfast foods and beverages.



We are committed to nondiscrimination in all programs, services and activities. Please request any reasonable accommodations by calling 703-324-3394 or TTY 703-222-7314. Please allow seven work days in advance of the training date in order to make the necessary arrangements.

**All Dates and Locations Subject to Change**