

HR08 · STEP 5 · FINAL

Onboarding Plan & Welcome Comms

Welcome Communications Package

Final communications set for the new hire and internal stakeholders, including welcome message, logistics, tone, and timing for launch.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Onboarding Plan & Welcome Comms** workflow (HR08) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

Welcome Communications Package

Role: Senior Data & AI Consultant **Department:** Data & AI Advisory — Applied AI Sub-Team **Organisation:** Northbridge Advisory Partners **Start Date:** Proposed post-notice start window (confirm specific date in HRIS) **Compiled by:** HR Coordinator, People & Culture

HR Welcome Email

From: HR Coordinator, People & Culture **To:** [New Hire] **CC:** Practice Head, Data & AI Advisory; HRIS Administrator, HR Systems **Subject:** Welcome to Northbridge Advisory Partners — Your First Day Details **Date:** One week before start

Dear Colleague,

Welcome to Northbridge Advisory Partners. We are pleased to confirm your start date as **Monday, on the confirmed start date** in the role of **Senior Data & AI Consultant** within the Data & AI Advisory practice.

First-Day Logistics

- **Arrival time:** 9:00 AM
- **Location:** Northbridge Advisory Partners, main office — reception will direct you to the Data & AI Advisory floor
- **What to bring:** Government-issued photo ID (for building access card activation) and your signed employment contract if not already returned
- **Dress code:** Business casual; client-facing dress code applies when visiting client sites

IT & Access

Your laptop and building access card will be ready for collection on Day 1. Your Microsoft 365 account (email, Teams, SharePoint) and HRIS self-service access will be active by your start date. Please note that Azure ML Studio access requires a separate IT Security approval and may take 5–8 business days after your start — the Practice Head has been asked to submit this request in advance.

Key Contacts

Contact	Role	Purpose
Practice Head	Data & AI Advisory	Your direct manager — engagement staffing, Day 1 welcome session
Applied AI Sub-Team Lead	Data & AI Advisory	Day-to-day technical oversight and squad assignments
HRIS Administrator	HR Systems	IT equipment, systems access, HRIS queries
L&D Manager	People Development	Learning budget, certification support, development planning
HR Coordinator (me)	People & Culture	Onboarding logistics, benefits, policy questions

Mandatory Compliance Training

During your first week, you will need to complete four mandatory modules via our LMS: Data Protection & GDPR Awareness (45 min), Anti-Bribery & Corruption (30 min), Information Security Fundamentals (30 min), and Workplace Health & Safety (60 min). You will receive LMS login credentials on Day 1. These must be completed within your first 5 business days.

Week 2 Check-In

I will schedule a check-in with you during Week 2 to confirm your benefits enrolment, answer any policy questions, and walk through any outstanding logistics — including clarification on your learning budget allocation for the remainder of the current plan year.

If you have any questions before your start date, please reach out to me directly.

Best regards, HR Coordinator People & Culture Northbridge Advisory Partners

Hiring Manager Welcome Note

From: Practice Head, Data & AI Advisory **To:** [New Hire] **Subject:** Looking forward to having you on the team **Date:** A few business days before start

Welcome to Data & AI Advisory. I wanted to reach out before your first day to give you a sense of what to expect in your opening weeks.

You are joining the Applied AI sub-team, which is our delivery-focused group handling ML and AI solution deployments, LLM projects, and MLOps capability-building across client engagements. The sub-team currently has 11 consultants working in squads of 3–4 per engagement. Your production LLM deployment experience and stakeholder management background are directly relevant to the work we have in the

pipeline.

Your first week will focus on orientation — team introductions, an office walkthrough, and getting your systems access confirmed. I have blocked time on Day 1 for a welcome session where you will meet the Applied AI Sub-Team Lead and key colleagues. At the end of Week 1, we will have an initial 1:1 to set your 30-day expectations and discuss the engagement pipeline. You will have the chance to review our engineering standards (the current version is from a prior update cycle; a refresh is underway) and the delivery playbook during Week 2.

From Week 3, I plan to have you shadow the predictive maintenance platform engagement we are running for a manufacturing client — it is in Month 4 of a 6-month delivery. This will give you hands-on exposure to how we run squads, manage client interactions, and handle technical reviews. Depending on timing, I expect to assign you to the GenAI knowledge assistant pilot for a financial services client starting later in the start month — this is a scoping-phase engagement where your LLM expertise will be valuable.

We work in a hybrid model — the team norm is roughly 2 days in the office, 1–2 on client site, and 1–2 remote. This fits within the 3-days-in-office-or-client-site minimum in your contract. We tend to coordinate in-office days within squads rather than setting a fixed pattern.

I know from our conversations that you prefer to dive in and figure things out quickly, which I appreciate. That said, we do have a structured 90-day onboarding process, and it is worth engaging with it — particularly the compliance training, the engineering standards review, and the practice-level introductions. These will save you time later when you are leading client work independently.

Feel free to reach out if you have questions before the start date. Looking forward to working together.

Practice Head Data & AI Advisory Northbridge Advisory Partners

First-Week Schedule

Week of: Start week (aligned to confirmed start date) **New Hire:** Senior Data & AI Consultant, Applied AI Sub-Team

Day	Time Block	Activity	Contact Person
Monday	9:00–9:30	Arrive at reception, collect building access card and laptop	HRIS Administrator
Monday	9:30–10:30	Welcome session — team introductions, office tour, security briefing	Practice Head
Monday	10:30–11:00	Desk setup and IT configuration	HRIS Administrator
Monday	11:00–12:00	HRIS and systems orientation — Microsoft 365, Concur, GitHub Enterprise, Azure DevOps login	HRIS Administrator
Monday	13:00–14:00	Compliance training block 1 — Data Protection & GDPR Awareness (45 min)	Self-paced via LMS
Monday	14:00–15:00	Meet Applied AI Sub-Team Lead — sub-team overview, current squad structure, engagement assignments	Applied AI Sub-Team Lead
Monday	15:00–16:00	Compliance training block 2 — Anti-Bribery & Corruption (30 min)	Self-paced via LMS
Tuesday	9:00–10:00	Compliance training block 3 — Information Security Fundamentals (30 min)	Self-paced via LMS
Tuesday	10:00–11:30	Engineering standards and delivery playbook review (self-directed, v1 prior update)	Practice Head (for questions)
Tuesday	11:30–12:30	Meet L&D Manager — learning budget overview, certification support, development planning	L&D Manager
Tuesday	14:00–15:00	Compliance training block 4 — Workplace Health & Safety (60 min, virtual session)	Scheduled via LMS
Wednesday	9:00–10:00	Applied AI sub-team standup (observe)	Applied AI Sub-Team Lead
Wednesday	10:00–12:00	Review predictive maintenance engagement documentation (project brief, architecture, current sprint)	Applied AI Sub-Team Lead

Day	Time Block	Activity	Contact Person
Wednesday	14:00–15:00	Practice-level all-hands (monthly, Data & AI Advisory — 42 staff)	Practice Head
Thursday	9:00–10:30	Shadow predictive maintenance squad working session	Squad Lead (via Practice Head)
Thursday	11:00–12:00	Azure DevOps and GitHub Enterprise orientation — repositories, CI/CD pipelines, branching standards	HRIS Administrator / Applied AI Sub-Team Lead
Thursday	14:00–15:00	Coffee catch-up with Talent Acquisition Lead — onboarding feedback, open logistics items	Talent Acquisition Lead
Friday	9:00–10:00	Self-directed: complete any remaining compliance modules, review Confluence knowledge base	Self-paced
Friday	10:00–11:00	Initial 1:1 with Practice Head — set 30-day expectations, discuss engagement pipeline, confirm shadowing plan	Practice Head
Friday	14:00–15:00	End-of-week access verification — confirm all systems functional, flag any outstanding requests	HRIS Administrator

Notes:

- Lunch is 12:00–13:00 each day (not scheduled)
- Azure ML Studio access is pending IT Security approval — expected to be available within 5–8 business days of submission; the Practice Head should submit the request by the end of the month before start at the latest
- If the practice-level all-hands falls on a different week in the start month, the Practice Head will confirm an alternative introduction slot