



New Employee Tech Orientation

Elected Officials – Department Directors

May 9, 2024



Need for Tech Orientation

- Clear understanding of countywide applications.
- Accommodating the growing remote workforce.
- Importance of cybersecurity fundamentals.





Tech Orientation Program Overview

Designed to familiarize new employees with essential technology tools and applications at Jefferson County.

Hosted from 1:00 – 3:00 PM during New Hire Orientation

Agenda

- Computer Basics
- Jeffco Applications & Tools
- Cybersecurity
- Training Resources



Benefits of the Program

- **Improved Efficiency:** Employees better equipped to use tools, reducing onboarding time.
- **Increased Productivity:** Clear understanding leads to faster integration into work processes.
- **Reduced Support Needs:** Fewer queries and issues due to comprehensive training.
- **Higher Satisfaction:** Employees feel supported and confident in using county applications.



Resources Available

Office Hours with the Service Desk

- Tuesdays after orientation from 10:30 – 11:30 AM

Access to the [Tech Orientation Slide Deck | jeffco.us](https://jeffco.us/tech-orientation-slide-deck)

For more details, visit [Tech Orientation Program | jeffco.us](https://jeffco.us/tech-orientation-program)