From:	Graduate Program
Sent:	Monday, 31 January 2022 4:14 PM
To:	████████████████████████████
Subject:	Useful Links/Information [SEC=OFFICIAL]
Attachments:	SDD.pptx; NEW Mouse Settings and Shortcut Keys.pdf; Workstation Set Up.pdf

Hi everyone,

Thank you again so much for your attention during induction, I know it was a lot of information to process so appreciate you making through it all!

To assist with your transition into your new role, I have provided a few links to some key pages on the intranet that you may like to have a read of and/or find useful:

- AEC Values and Commitments
- IT Guides
- AEC Learning (to commence your induction modules)
- HR
- How to complete your Individual Performance Plan in Aurion ESS
- Abbreviations and acronyms
- Social Media Policy
- Enterprise Agreement

Attached are also the slides from Kath Gleeson's presentation on the Service Delivery Division as well as some useful guides on how to set up your workstation and some keyboard and mouse shortcuts.

If you have any questions at all please do not hesitate to reach out.

Enjoy your first week!

Kind regards,

████ **| A/g Assistant Director**
Workforce Modernisation and Change Section | People & Property Branch
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