

Getting Employees off to a Good Start: Orientation, Training and Handbooks

Course Overview

One reason people change jobs is that they never feel truly welcome or a part of the organization they joined. If a company spends considerable money recruiting, interviewing and perhaps even relocating employees, it makes good sense to go one step further and make the new employee feel like they have made a good decision to come to this company. A thoughtful new employee orientation program, coupled with an employee handbook that communicates workplace policies can reduce turnover and save that organization thousands of dollars. Whether your company has two employees or two thousand employees, don't leave new employee orientation to chance.

Learning Objectives

- Understand how important an orientation program is to an organization
- Identify role of the human resource department in the orientation program
- Recognize how the “commitment curve” affects both new employees and their managers.
- Know what companies can do to “deliver their promise” to new employees.
- Determine the critical elements of effective employee training
- Establish the importance of having an employee handbook for new and long-term employees.

Outline

Day One

- Introductions, objectives, agenda
- Discussion of Pre-assignment
- An overview of retention practices in your organization
- Building employee commitment
 - Exercise
 - Clarity, competence, influence, appreciation
- Perceptions during orientation
- Mistakes to avoid in orientation
- Eight orientation habits
- The Commitment Curve
- Your Orientation Program
- FAQs about Orientation

Day Two

- Reconnect: Feedback exercise
- Employee Training in your organization
- Learning Styles Inventory
- Working with External Providers
- Adult learning Principles
- Creating Employee Manuals
- Practical application
- Review
- Personal Action Plans and Evaluations