

Orientation Handbook: Getting Employees Off to a Good Start

One reason people change jobs is that they never feel truly welcome or a part of the organization they join. 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.

How You Will Benefit:

- Understand how important an orientation program is to an organization.
- Identify the 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.

What You Will Cover:

- ▶ Finding, hiring, and keeping good people
- ▶ Building employee commitment
- ▶ Fast-track orientation
- ▶ Designing a successful orientation program
- ▶ The commitment curve
- ▶ Adult learning principles and how to apply them
- ▶ The eight orientation habits of world-class employers
- ▶ Learning styles inventory
- ▶ Creating an employee manual
- ▶ An orientation checklist

Name of City and Date of Event

Name of City and Date of Event

What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course material
- Personalized certificate of completion

TIME: 9am – 4pm. *Prices and dates are subject to change.

Pre-Registration Form:

Orientation Handbook

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

EXCELLENT IMAGE, INC.
Sustainable Peak Performance