



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 rupees. 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 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
- Learning styles inventory
- Creating an employee manual
- An orientation checklist

What's Included?

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

