



## Orientation: Getting Employees To Start Effectively

A skilled HR professional understands the importance of initiating employee performance management through an orientation process that familiarizes them with both the organization and their specific role. This orientation is an effort that involves training and coaching. By implementing a designed orientation program, for employees along with an employee handbook or website that clearly communicates workplace policies you can significantly reduce turnover and save valuable resources for your organization. It doesn't matter if your company is small or large; don't leave employee retention to chance. Engage your employees right from the beginning provide them with a welcome and encourage them to showcase their potential for your company. This training workshop serves as a step towards creating an onboarding experience.

## **Course Overview**

The first part of the day start by fostering an environment where participants can get to know each other while outlining their learning objectives.

### **By the end of this course participants will gain knowledge and skills in;**

- Recognizing the significance of an orientation program within an organization.
- Identifying the role played by the HR department in executing the orientation program.
- Understanding how new employees and their managers are influenced by the commitment curve.
- Discovering effective approaches for organizations to fulfill commitments made to employees.
- Determining components of employee training programs.
- Understanding the significance of having an employee handbook is crucial, for both long term employees.

## **Finding, Hiring and Retaining Talent**

In this session we will delve into the tasks involved in identifying, recruiting and retaining individuals. We will also discuss how these activities are interconnected with the orientation process.

## **Promoting Employee Dedication and Loyalty**

Participants will explore clarity, competence, influence and appreciation, the four pillars of commitment.

## **Gaining Insight into Perspectives**

During this session participants will be able to examine how perceptions and appearances can impact the orientation process.

### **Streamlining the Onboarding Process**

This session revolves around determining the type of orientation for short term employees.

### **Developing an Onboarding Plan**

Participants will draw from their experiences with orientations. Learn from mistakes to create a framework for designing a successful program.

### **Characteristics of an Onboarding Procedure**

This session focuses on discussing ten characteristics that contribute to an orientation process. We will also explore ways to incorporate these characteristics into your organization successfully.

### **Navigating Employee Commitment**

Participants will learn about the employer/employee commitment curve. How to align it with the orientation process.

### **Employee Onboarding, Leading by Organizations**

We delve into exploring The Nine Habits practices employed by world class employers that lead to orientation programs.

### **Gaining Support and Getting Approval**

During this section we will discuss strategies for getting supervisors on board with the orientation program.

### **Employee Development and Training**

We will delve into how Kolbs learning styles can be applied to employee orientation and training during this session.

### **Adult Learning Principles**

Participants will gain insight about the principles of adult learning. Explore ways to incorporate them into orientation and training.

### **External Service Providers Collaboration**

Participant will learn the important the factors to consider when working with service providers during orientation.

### **Facilitating Interpersonal Connections**

Participants will learn techniques to establish individuals relationships. We'll emphasize the value of having buddies.

### **Creating Employee Handbooks**

Together we will explore the elements that should be included in employee handbooks during our discussion.

### **Onboarding to Overall HR Practices**

Participants will collaborate in pairs to brainstorm improvements, for their orientation process and create a checklist for an onboarding experience.

### **Wrapping Up the Workshop**

Towards the end of the course participants will have an opportunity for clarification asking questions and creating an action plan.

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