

# Orientation: 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:

- Be able to evaluate and improve your current orientation program
- Recognize how to begin the orientation during the interview
- Develop a plan for successful orientation for both permanent and part-time employees.
- Develop an employee handbook to communicate company policy

## What You Will Cover:

- ▶ The benefits of orientation
- ▶ Planning for employee success
- ▶ Setting the stage for training
- ▶ Orientation template
- ▶ Employee kits
- ▶ Employee manual basics
- ▶ What to include
- ▶ What to leave out

San Diego, CA

LA, CA

## What's Included?

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

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

**BE** EVERYWHERE  
**YOU** ARE!

## Pre-Registration Form:

### Orientation

Yes  Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### Be! Everywhere You Are!

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