

Successful Orientation or On-Boarding Programs for New Employees and Members

Program Description: This program will provide participants with an understanding of new employee (or member) orientations from multiple organizational perspectives. Participants will explore various program components and formats as well as administrative styles utilized to develop and administer successful employee orientation program. Participants will learn that organizational factors can influence program development and administration. Participants will also learn how to incorporate, revise or eliminate program components to address multiple employee groups and fulfill specific organizational goals. Effective Orientation/On-Boarding programs can create career strategies and enhance recruiting efforts and lower employee/member turn-over rates. This program is intended for Human Resource Managers or Program Administrators.

PROGRAM OBJECTIVES

- Goal of first day
- Benefits and costs
- Myths and realities
- Perceptions and expectations
- Alignment of employer-employee goals
- B.E.S.T. practices of leading-edge companies
- 4 P's of effective employee orientations
- Best practices survey of current program
- How to develop orientation programs and evaluations