



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - New Employee Orientation Bringing People On Board Successfully

**Course Number:** AXO84-084

**Days:** Self-study

**Description:** Learn how to start new employees off on the right foot. Checklists and exercises show managers and supervisors how to create a motivating climate for new hires. Readers learn how to develop and implement a customized orientation plan for new employees (both salaried and hourly).

### Topic-Level Outline

#### **Part 1: The Benefits of Proper**

- Orientation
- Objectives
- Why a Planned Orientation Pays Dividends
- Provide a Welcome
- Develop Positive Perceptions
- Self-Assessment

#### **Part 2: Planning for Success**

- Communicate Clear Expectations
- Set the Stage for Training
- Putting the Employee at Ease on the First Day
- Summary

#### **Part 3: Orientation for Permanent Employees**

- Do It Right and Only Do It Once
- Orientation Template
- Involve the Employee
- Orientation Is an On-Going Process
- The First Day on the Job
- How to Have a Successful New Employee Orientation
- Company History
- Tour the Workplace
- Complete Paperwork
- Job Description/Organization Chart
- Assign a Task
- Take to Lunch
- Operations Orientation
- Closing the Day
- Sample Orientation Plan

TOC Continue...

#### **Part 4: Orientation for Part–Time Workers**

Who Needs a Fast Track Orientation?  
Special Problems and Opportunities  
Fast Track Objectives  
How to Do It and What to Cover  
Mini–Orientation Package  
Prepare a Packaged Overview  
Packaged Orientation Program Planning  
Conduct Group Meetings  
Sample Orientation Meeting Agenda  
Arrange a Meeting Place  
Share Responsibility for the Presentation  
Prepare Orientation Packets  
Orientation Handbook  
Summary  
Self–Assessment

#### **Appendix**

Putting It all Together  
Orientation Checklist  
Orientation Template

## **ABOUT US**

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## **ACCREDITATION**

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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