

Hiring, Orienting, and Training New Employees

Having recruited and selected suitable people to join the organization, it is imperative to integrate them into the company as effectively as possible. Orientation, training and development will add value by increasing motivation, ensuring adjustment and socialization, developing competency and responsiveness to rapid change in the business environment, and improving team and corporate performance.

Seminar Objectives:

To discuss training & development functions that ensure employees possess knowledge and skills to perform satisfactorily and advance in the organization. Participants will examine orientation and socialization processes that instruct new employees to the organizational culture, and will study training and development methods and aids that enhance employee job satisfaction and motivation.

Topics:

- ◆ The hiring interview: a vehicle for exchanging employee/organizational expectations
- ◆ Orientation: its definition and contribution to organizational effectiveness
- ◆ Orientation as the beginning of the “socialization” process into the organization
- ◆ Stages of an effective employee orientation program
- ◆ Introducing new employees to the mission, values, and culture of the organization
- ◆ Realistic Job Previews: tactics for reducing reality shock for new hires
- ◆ Formal/Informal orientation procedures to clarify expectations and to reduce anxiety
- ◆ Providing information on terms, benefits, and other job aspects
- ◆ Evaluating orientation programs in relation to their objectives
- ◆ Developing and communicating a training policy as part of the organizational culture
- ◆ Methods for conducting a training needs analysis
- ◆ Identifying specific training needs to ensure new employee productivity
- ◆ Developing instructional objectives to specify what is to be trained/learned
- ◆ Considerations in choosing a training program: 4 basic areas of content
- ◆ Understanding trainee characteristics and skill levels when selecting a program
- ◆ Designing training interventions that meet the needs of employees and the organization
- ◆ Assigning responsibility for training components and criterion-referenced scoring
- ◆ Implementing training activities: “on-the-job” and “off-the-job” techniques
- ◆ Selecting the most appropriate training activities based on individual learning styles
- ◆ Incorporating key learning principles into the training program and activities
- ◆ Motivation and transfer of learning from training program to the job
- ◆ Evaluating training effectiveness to determine if training objectives have been met
- ◆ Continuing professional development as the final stage in the training cycle