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Descrizione fisica	1 online resource (vi, 80 pages) : illustrations
Collana	Fifty-Minute series
Disciplina	658.3/1242
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Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p>           ""TITLE""; ""COPYRIGHT""; ""TO THE READER""; ""INTRODUCTION"";           ""TABLE OF CONTENTS""; ""PART I: THE BENEFITS OF PROPER           ORIENTATION""; ""OBJECTIVES""; ""ARE YOU MEETING YOUR           OBJECTIVES?""; ""WHY A PLANNED ORIENTATION PAYS DIVIDENDS"";           ""HOW DID YOUR ORIENTATION RATE?""; ""PROVIDE A WELCOME"";           ""PLANNING WORKSHEETa€? PROVIDING A WELCOME""; ""DEVELOP           POSITIVE PERCEPTIONS""; ""WHAT PERCEPTION DO YOU CREATE?"";           ""CASE STUDY MARGE JACKSON DEVELOPS NEW PERCEPTIONS""; ""PART           I: SELF ASSESSMENT""; ""PART II: PLANNING FOR SUCCESS""; ""PLANNING           FOR SUCCESS""; ""Confirm Job Decision""           ""WERE YOUR EXPECTATIONS MET?"" ""DEFINE YOUR EXPECTATIONS"";           ""SET THE STAGE FOR TRAINING""; ""PUTTING THE EMPLOYEE AT EASE           ON THE FIRST DAY""; ""PLANNING THE ORIENTATION""; ""CASE STUDY           SUSAN BEAL'S EXPECTATIONS""; ""SUMMARY""; ""REVIEW""; ""PART III:           ORIENTATION FOR PERMANENT EMPLOYEES""; ""DO IT RIGHT AND ONLY           DO IT ONCE""; ""Start Orientation During the Interview""; ""Consider a           Prospective Employee Kit""; ""DOES YOUR PROSPECTIVE EMPLOYEEKIT           INCLUDE?""; ""ORIENTATION TEMPLATE""; ""INVOLVE THE EMPLOYEE"";           ""ORIENTATION IS AN ON-GOING PROCESS""; ""CASE STUDY MARY'S           ORIENTATION""           ""THE FIRST DAY ON THE JOB"" ""YOUR FIRST DAY ON THE JOB""; ""HOW           TO HAVE A SUCCESSFUL NEW EMPLOYEE ORIENTATION""; ""Your Role as           a Supervisor""; ""Make Time to Meet""; ""Avoid Interruptions""; ""Staff         </p>

Orientation"; "COMPANY HISTORY"; "THE ORGANIZATION'S HISTORY"; "TOUR THE WORKPLACE"; "TOUR GUIDE WORKSHEET"; "COMPLETE PAPERWORK"; "JOB DESCRIPTION/ORGANIZATION CHART"; "ASSIGN A TASK"; "TAKE TO LUNCH"; "OPERATIONS ORIENTATION"; "OPERATIONS ORIENTATION PLANNING GUIDE"; "CLOSING THE DAY"; "Orientation Process"; "SAMPLE ORIENTATION PLAN"; "WEEK ONE"; "WEEK TWO"  
"WEEK TWO:" "PART IV: ORIENTATION FOR PART-TIME WORKERS"; "DO YOU NEED A FAST TRACK ORIENTATION PROGRAM?"; "WHO NEEDS A FAST TRACK ORIENTATION?"; "SPECIAL PROBLEMS AND OPPORTUNITIES"; "FAST TRACK OBJECTIVES"; "HOW TO DO IT AND WHAT TO COVER"; "Mini Orientation Package"; "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"; "Have a Written Plan"; "PREPARE ORIENTATION PACKETS"  
"ORIENTATION HANDBOOK" "CASE STUDY FAST TRACK OR OFF TRACK?"; "SUMMARY"; "PART IV: SELF ASSESSMENT"; "PART V: PUTTING IT ALL TOGETHER"; "PUTTING IT ALL TOGETHER"; "ORIENTATION CHECKLIST"; "ORIENTATION TEMPLATE"; "I. Preparation"; "II. Activities"; "III. Operations Orientation"; "IV. Staff Orientation"

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