

1. Record Nr.	UNINA9910970564603321
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Titolo	New employee orientation / / Charles M. Cadwell
Pubbl/distr/stampa	Los Altos, Calif., : Crisp, c1988
ISBN	1-4175-2424-3
Descrizione fisica	1 online resource (vi, 80 pages) : illustrations
Collana	Fifty-Minute series
Disciplina	658.3/1242
Soggetti	Employee orientation Supervisors
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 Orientation""; ""COMPANY HISTORY""; ""THE ORGANIZATION'S </p>

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"

Sommario/riassunto

Helps managers and supervisors create a motivating climate for new hires.
