

# 2017 New Employee Orientation

# Agenda

#### Day One - Foundation Building Training Room

TIME	TOPIC	PRESENTER
8:30 - 9:35 AM	Welcome, Introductions, Expectations Activity	Learning and Development
9:35 - 10:05 AM	Environmental Health and Safety	Angela Allen/Bruce Crowell/Jamario Poole/Derrick Gibbs/ Ben Teal/ Kirstan Blender
10:05 - 10:10 AM	BREAK	The second secon
10:10 - 10:35 AM	Stake Your Claim/University Communications	Phillip Brown
10:35 - 10:55 AM	Parking and Transportation Services	Leeisha Williams/ Helena Connors
10:55 - 12:00 PM	Campus Bus Tour	Orientation Partners
12:00 - 1:00 PM	LUNCH (on your own)	
1:00 - 1:45 PM	Information and Technology Services	Jennifer Hicks
1:45 - 2:00 PM	State Employees Credit Union	Learning and Development
2:00 - 2:10 PM	BREAK	
2:10 - 2:30 PM	Student Affairs	Rachael Forester /Adam Burden
2:30 - 2:45 PM	Niner Tech/ Student Union	J. Scott Derrick
2:55 - 3:05 PM	Auxiliary Services	Ana Alvarez, Jody Thompson, LouAnn Lamb/Greg McCambridge
3:10 - 3:30 PM	Community Relations	Jordan Harris, Jenny Matz
3:30 - 4:30 PM	Key Resources, Wrap Up, and Closing	Learning and Development

#### Day Two -Colvard North 5092

TIME	TOPIC	PRESENTER
8:30 - 9:15 AM	Ethics/ Fraud Awareness	Susan Burgess
9:15 - 9:45 AM	FERPA/Public Records	Tina Dadio/Legal Affairs Rep.
9:45 - 10:00 AM	BREAK	
10:00 - 11:00 AM	Respect in the Workplace/ Preventing and Reporting Unlawful Workplace Harassment	Cindy Edwards
11:00 - 12:00 PM	Title IX/Campus SAVE Act	Sarah Edwards
12:00 - 1:00PM	LUNCH (on your own)	
1:00 - 1:15 PM	Staff Council	Penny Stevens/Celeste Corpening/Pam Erickson/Dave Frantzreb/Joanne Kendrach
1:15 - 1:45	Police and Public Safety	Jerry Lecomte
1:45 - 2:00 PM	BREAK	Partie and a second
2:00 - 4:30 PM	Benefits	Gina Ewart

# **New Employee Orientation Agenda Sample**

**Diane Arthur** 

#### **New Employee Orientation Agenda Sample:**

**New Employee Orientation Training** Karen Lawson, 2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF **Resources Kit For Dummies** Harold Messmer, Jr., 2011-02-25 A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit for Dummies Second Edition is your one stop resource for learning the nuts and bolts of HR It gives you the actual tools forms templates and so on that you can put to immediate and productive use Inside you ll easily discover how to Find hire and keep top talent Create an effective compensation structure Ensure you re developing the right benefits package Encourage extraordinary performance Establish an employee friendly environment And much more This Second Edition also contains new information on anti discrimination legislation measuring employee performance firing or laying off employees and the latest training and development plans The CD ROM includes updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefits worksheets With the tools and helpful information in this book you ll experience first hand how a successful HR administration reaps untold rewards Note CD ROM DVD and other supplementary materials are not included as part of eBook file New Employee Orientation H. Scott Davis, 1994 If the arrival of a new employee seems more traumatic for seasoned staff than for the newcomer then this manual may help alleviate some anxiety for all concerned The

author shares his expertise gained in the design and implementation of an orientation program for new employees at Indiana State University Topics include developing a program s content and structure selection of participants possible problems suggested activities and materials and program evaluation A variety of sample forms will encourage even the most hesitant of supervisors in their orientation efforts Information gleaned from the field of personnel management is given practical application in the library setting An excellent resource for any library supervisor involved with new employee orientation

New Employee Orientation Training Karen Lawson,2006 Contains exercises handouts assessments and tools to help you rapidly build a customised new employee orientation programme create both organisation wide and department level training become a more effective and efficient facilitator ensure training is on target and gets results This book gives you just what you need to make the most of your company s new employee orientation programme If you want to get your employees off to a good start and attract and retain stellar performers then this is the book to buy William J Rothwell Professor of HRD Penn State University Karen Lawson is an international consultant author and executive coach She has extensive consulting and workshop experience in the areas of management team development communication and quality service across a wide range of industries including financial services pharmaceutical chemical manufacturing health care and government

Creative New Employee Orientation Programs: Best Practices, Creative Ideas, and Activities for Energizing Your Orientation Program Doris M. Sims,2001-12-21 New employee orientation is the most commonly offered type of training in organizations yet very few books have been published on the topic Creative New Employee Orientation Programs is filled with downloadable customizable training games sample curriculum handouts and checklists used in leading organizations such as Arthur Anderson Ford Micron and Alcatel Whether creating an orientation program for the first time enhancing an existing program or moving orientation on line HR pros will find ideas and tools they can use immediately

How to Write Terrific Training Materials Jean Barbazette, 2013-04-17 Now you can access Jean Barbazette s systematic process for creating winning training materials that will help raise your skills to the next level The book is filled with easy to use tools and templates that answer all the questions trainers course designers and subject matter experts SMEs have about what it takes to develop training materials and how they can easily create the best training program in the shortest amount of time Jean is a master at providing her readers with new ideas and innovative approaches to the art of delivering excellent learning solutions Our field has gone through so many changes and Jean is on top of them and out in front all at the same time Bravo Beverly Kaye founder chairman of the board Career Systems International and coauthor of Help Them Grow or Watch Them Go Barbazette has done it again she has made your job easier with step by step guidelines for developing training materials Jean covers the entire process in her typical easy to follow manner simplifying the complicated and making you the hero Don t miss this one Elaine Biech ebb associates inc and author of The Business of Consulting Once again master trainer Barbazette has provided an elegantly simple step by step guide to what can often be the most tedious part of the

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other non engineers and is therefore user friendly and easy to read It is one of the rare texts to use commodity manufacturing to illustrate the principles of food processing As a hands on guide to the essential processing principles and their application this book serves as a relevant primary or supplemental text for students of food science and as a valuable tool for food industry professionals Handbook of Food Science, Technology, and Engineering Yiu H. VPP .1989 Handbook of Food Science, Technology, and Engineering - 4 Volume Set Y. H. Hui, Frank Sherkat, 2005-12-19 Advances in food science technology and engineering are occurring at such a rapid rate that obtaining current detailed information is challenging at best While almost everyone engaged in these disciplines has accumulated a vast variety of data over time an organized comprehensive resource containing this data would be invaluable to have The Placement Programs Rebecca L. Smith, 1995 Human Resource Management Elizabeth D. Fredericksen, Stephanie L. Witt, W. David Patton, Nicholas P. Lovrich, 2015-09-16 Sound HRM practices matter they are a sine gua non of effective governance in democratic government equally so at the local regional state and national levels of government The NASPAA Network of Schools of Public Policy Affairs and Administration accreditation standards demand critical competencies for public managers that are vital to human resource managers and supervisors at all levels These competencies include skills to lead and manage in public governance to participate in and contribute to the policy process to analyze synthesize think critically solve problems and make decisions to articulate and apply a public service perspective and to communicate and interact productively with a diverse and changing workforce and citizenry This second edition of Human Resource Management is designed specifically with these competencies in mind to Introduce and explore the fundamental purposes of human resource management in the public service and consider the techniques used to accomplish these purposes Provide exercises to give students practice for their skills after being introduced to the theory foundation and practices of public and nonprofit sector HRM Facilitate instruction of the material by introducing important topics and issues with readings drawn from the professional literature Provide information and examples demonstrating the interrelatedness of many of the topics in public sector HRM and the trends shaping public and nonprofit management especially diversity ethics and technology Demonstrate and describe differences among HRM practices in public for profit and nonprofit organizations and between the levels of government Human Resource Management is organized to provide a thorough discussion of the subject matter with extensive references to relevant literature and useful teaching tools Thus students will consider the issues purposes and techniques of HRM and conceptualize how varied their roles are or will be whether a personnel specialist in a centralized system or a supervisor managing in one of the increasingly common decentralized systems Each chapter includes a thorough review of the principles and practices of HRM including the why and the how selected readings important themes diverse examples key terms study questions applied exercises case studies and examples of forms and processes would be managers will encounter in their roles Effective Onboarding Norma Davila, Wanda Pina-Ramirez, 2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company s onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that s right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today s talent development practitioners Each book in the series is written for trainers by trainers and offers a clear step by step path to solve real issues

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# **Table of Contents New Employee Orientation Agenda Sample**

- 1. Understanding the eBook New Employee Orientation Agenda Sample
  - The Rise of Digital Reading New Employee Orientation Agenda Sample
  - Advantages of eBooks Over Traditional Books
- 2. Identifying New Employee Orientation Agenda Sample
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an New Employee Orientation Agenda Sample
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from New Employee Orientation Agenda Sample
  - Personalized Recommendations
  - New Employee Orientation Agenda Sample User Reviews and Ratings
  - New Employee Orientation Agenda Sample and Bestseller Lists

- 5. Accessing New Employee Orientation Agenda Sample Free and Paid eBooks
  - New Employee Orientation Agenda Sample Public Domain eBooks
  - New Employee Orientation Agenda Sample eBook Subscription Services
  - New Employee Orientation Agenda Sample Budget-Friendly Options
- 6. Navigating New Employee Orientation Agenda Sample eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - New Employee Orientation Agenda Sample Compatibility with Devices
  - New Employee Orientation Agenda Sample Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of New Employee Orientation Agenda Sample
  - Highlighting and Note-Taking New Employee Orientation Agenda Sample
  - o Interactive Elements New Employee Orientation Agenda Sample
- 8. Staying Engaged with New Employee Orientation Agenda Sample
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers New Employee Orientation Agenda Sample
- 9. Balancing eBooks and Physical Books New Employee Orientation Agenda Sample
  - $\circ$  Benefits of a Digital Library
  - Creating a Diverse Reading Collection New Employee Orientation Agenda Sample
- 10. Overcoming Reading Challenges
  - $\circ\,$  Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine New Employee Orientation Agenda Sample
  - Setting Reading Goals New Employee Orientation Agenda Sample
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of New Employee Orientation Agenda Sample
  - Fact-Checking eBook Content of New Employee Orientation Agenda Sample
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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