

## Induction Handbook- Getting Employees off to a Good Start

### Overview

One reason people change jobs is that they never feel truly welcome or a part of the organization they join. If a company spends considerable money recruiting, interviewing, and perhaps even relocating employees, it makes good sense to go one step further and make the new employee feel like they have made a good decision to come to this company.

A thoughtful new employee orientation program, coupled with an employee handbook that communicates workplace policies can reduce turnover and save that organization a lot of money. Whether your company has two employees or two thousand employees, don't leave new employee orientation to chance.

### Benefits:

- Understand how important an orientation program is to an organization
- Identify the role of the human resource department in the orientation program
- Recognize how the commitment curve affects both new employees and their managers
- Know what companies can do to deliver their promise to new employees
- Determine the critical elements of effective employee training
- Establish the importance of having an employee handbook for new and long-term employees

### Course Content:

- Finding, hiring and keeping good people
- Building employee commitment
- Fast-track orientation
- Designing a successful orientation programme
- The commitment curve
- Adult learning principles and how to apply them
- Learning styles inventory
- Creating an employee manual
- An orientation checklist

### Our Guarantee

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

### Duration

2 Day Work-Shop

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail [info@midasgroup.ie](mailto:info@midasgroup.ie) or book online