



### Competencies that are addressed:

#### PRIMARY COMPETENCY CATEGORIES:

- **Human Resource Management—**

Manages the process for aligning human capital with organizational goals.

#### RELATED COMPETENCY CATEGORIES:

- **Leadership—**

Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities, to achieve desired results.

- **Professionalism—**

Projects an image of maturity and integrity that creates credibility.

- **Results Oriented—**

Passionate about winning. Dedicated to achieving all-win solutions to situations.

# New Employee Orientation

## SUMMARY

Planning and delivering an effective new employee orientation is a win-win opportunity. In addition to reducing start-up costs, it provides a warm welcome to integrate new employees into the organization's culture and improves employee loyalty and retention.

## CONTEXT

You seldom make the connection between employee retention and orientating new employees. Hours, days, weeks, and months are spent on recruiting efforts. Providing a warm welcome, and integrating new employees into the organization's culture and environment, are often afterthoughts. Planning and delivering an effective new employee orientation is a win-win opportunity. In addition to reducing start-up costs, studies show that an effective orientation improves employee retention rates.

This module will provide insights into the high cost of turnover, the connection between new employee orientations and retention, and mistakes organizations frequently make when bringing someone new on board. You will begin planning a creative orientation that will foster excitement, generate enthusiasm in new employees, and reduce turnover.

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### At the completion of this module, participants will be able to:

- Improve employee retention and build enthusiasm of new employees
- Understand the five components of an effective orientation program
- Design a creative and comprehensive program to welcome new employees

*"The supreme accomplishment is to blur the line between work and play."*

—Arnold Toynbee