

ORIENTATION:

What is Workplace Orientation?

Orientation introduces new employees to their job roles, work areas, and the overall work environment.

Key Steps for Effective Orientation:

Company Overview:

- Familiarize employees with the company's vision, mission, and policies.
- Discuss dress code and work ethic expectations.

Safety and Procedures:

- Review safety protocols and emergency procedures.

Role Clarity:

- Outline job responsibilities and performance expectations.
- Provide details on employee benefits.

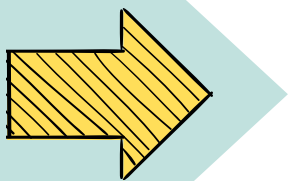
Relationship Building:

- Introduce team members and foster connections.
- Assign a mentor to guide new hires.

Practical Logistics:

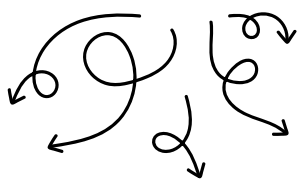
- Address paperwork and ensure employee needs are met.

Problems Without Orientation:



- Leads to poor performance and communication flaws.
- Results in unclear expectations and misalignment with company culture.
- Creates low team morale and higher turnover rates.

Benefits of Great Orientation:



Start Strong, Build Success!

- Boosts confidence and enhances performance.
- Accelerates productivity and reduces errors.
- Fosters employee retention, engagement, and team building.
- Aligns new hires with company culture and values.