COMBINE PRESENTATION METHODS FOR THE BEST LEARNING EXPERIENCE

Some possible presentation methods include:

One-on-one Sessions—
These sessions occur between the new employee and one current employee.

This type of session is best suited to:

- Information specific to the new employee such as job responsibilities or performance expectations
- Questions or issues that the employee may not be comfortable asking or discussing in a group setting.

Group Sessions—
Most useful for sharing information that applies to the general employee population such as work rules, benefits or company history.

This type of session will:

- Allow the new employee to interact with fellow new employees
- Encourage the building of positive working relationships
- Help lower the anxiety level among new employees
- Shorten administrative time by grouping new employees together

Individual Sessions—
Such sessions permit the new employee to learn at his or her own pace, free from the demands of others. Time spent allows the individual to become comfortable in his or her own work environment.

APPLY LEARNING PRINCIPLES FOR EFFECTIVE ORIENTATION SESSIONS

Do the following:

- Mix delivery styles to combat boredom
- Change to a different presentation style when the total session will run more than two hours
- Align the type of information delivered with the best presentation style
- Relate the material to the participants' experiences, incorporating previous successes and failures
- Present information that is useful for solving future problems
- Maintain an environment that encourages open communication, active participation and sharing of ideas

DEVELOP ORIENTATION PROGRAM MATERIALS

The materials used in an orientation program can be as varied as the presentation styles. Use a combination of the following materials to present the most information in the most efficient manner.

Checklists—

Checklists help ensure that all items intended to be covered in an orientation program are actually covered.

Employers use checklists to:

- Ensure that all materials are ready and all documentation is completed
- Ensure that all topics are covered and also as a reference when they need to ask questions
- Document that the orientation/training occurred should any disciplinary action and documentation be required in the future

Printed Materials—

Printed materials such as employee handbooks, procedural/instructional manuals or benefit manuals are useful to enhance discussion of topics during orientation. The printed materials should not replace discussion, but merely reinforce it. Computer templates for developing customized employee handbooks are readily available from a number of sources.

Other printed materials provide an ongoing reference for new employees. These include annual reports, product literature, company/customer newsletters, technical manuals and internal telephone directories.

In order to assist a new employee in maintaining printed materials, furnish the materials in a binder or folder. ***The employee should be given time alone to review this information.***

Tours—

Tours allow the new employee to see the physical environment and layout of the work area. Tours can be conducted to give the general building layout, illustrate the work flow through the company, indicate safety procedures and provide insight as to how the company's customers are served.

During the tour, the new employee should be introduced to staff along the way and directed to areas or places that are relevant to his or her job.

Audio/Visual Resources and Websites—

Videos, CDs, DVDs and company websites provide an interesting, attractive and useful means of introducing the new employee to the company, its history, its products, its customers and the industry. Top executives can record welcome messages for use at regional or divisional offices, outline policy or personnel changes, or introduce a training program when they are not available for a personal visit. Safety training, such as forklift safety or hazard communication, can be done very effectively through various media.