



Palomino Training Solutions
specialists in corporate training

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Employee Induction Training (1 day)

Course Overview

Fact: *Employees' first few weeks at an organisation and their introduction to the company will determine what kind of employee they will be.*

An effective manager knows that managing employee performance is more than conducting performance appraisals or disciplining staff. Performance management begins with an induction to the organisation and the job, and continues on a daily basis as employees are trained and coached.

A thoughtful new employee induction programme, coupled with an employee handbook that communicates workplace policies, can reduce turnover and save your organisation thousands of rands. Whether your company has two employees or a thousand employees, don't leave employee retention to chance. This workshop will show you how to give them what they need to feel welcome, know why they were hired, and know how to do the job.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

Target Audience

All managers who recruit new employees and need to ensure that they are welcomed in the correct manner leading to greater success.

Course Outline

SECTION 1: Finding, Hiring, and Keeping Good People

SECTION 2: Building Employee Commitment

1. Clarity
2. Competence
3. Influence
4. Appreciation

SECTION 3: Perception

1. Why Perception is important
2. Your Perceptions

SECTION 4: Fast-Track Induction

SECTION 5: Designing a Successful Induction Programme

1. Using Your Experience
2. Mistakes to Avoid
3. Characteristics of a successful programme



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SECTION 6: The Eight Induction Habits of World Class Employers

SECTION 7: Obtaining Buy-In

SECTION 8: The Commitment Curve

1. The Stages of the Commitment Curve

SECTION 9: Employee Training

1. Preparing Effective Training
2. The Learning Styles Inventory
3. Learning Styles Explained
4. Similarities and Preference Patterns in your Group

SECTION 10: Addressing Learner Needs and Expectations

SECTION 11: Working with External Providers

SECTION 12: The Nine Principles of Adult Learning

SECTION 13: How to Build and Sustain Interest

SECTION 14: Creating Employee Manuals

SECTION 15: An Induction Checklist