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Trainer's Workshop Series Bundle: New Employee Orientation Training (Pergamon Flexible Learning Trainer's Workshop Series)

Karen Lawson

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The Trainer's Workshop Series is designed to be a practical, hands-on roadmap to help you quickly develop training in key business areas. Each book in the series offers all the exercises, handouts, assessments, structured experiences and ready-to-use presentations needed to develop effective training sessions. In addition to easy-to-use icons, each book in the series includes a companion CD-ROM with PowerPoint™ presentations and electronic copies of all supporting material featured in the book.

New Employee Orientation Training helps you design new employee orientation programmes at the organizational and department level. This guide will help make the process much easier and help you solve the most common challenges you are likely to face. Contains exercises, handouts, assessments and tools to help you:
• rapidly build a customised new employee orientation programme
• create both organisation-wide and department-level training
• become a more effective and efficient facilitator
• ensure training is on target and gets results

"This book gives you just what you need to make the most of your company's new employee orientation programme. If you want to get your employees off to a good start and attract and retain stellar performers, then this is the book to buy."
William J. Rothwell, Professor of HRD, Penn State University

Karen Lawson is an international consultant, author and executive coach. She has extensive consulting and workshop experience in the areas of management, team development, communication and quality service across a wide range of industries, including financial services, pharmaceutical, chemical, manufacturing, health care and government.

Other books in this series: Leadership Training, Customer Service Training, New Supervisor Training, Leading Change Training.

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