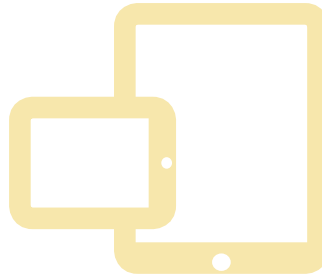


CIRMA E-Learning Center

Providing Effective Orientations Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

Your employees are your most important asset! Bringing new employees on board with effective orientation greatly increases the likelihood that they will be productive long-term assets to your organization. You don't get a second chance to make a first impression!

Time: Approximately 30 minutes [Preview the Providing Effective Orientations online training program here.](#)

Learning Objectives:

- Recognize the importance of proper employee orientations.
- Identify problems that can arise from a poor orientation process.
- Demonstrate how effective orientations can increase productivity.

Key Topics Include:

- Why are Employee Orientations so Important?
- Starting on the Wrong Foot
- Don't Kill Them with Paperwork
- Purpose of Orientation
- First Impression
- Workstation
- Introductions
- Don't Overlook the Little Things
- Learning How Things Work
- Employment Paperwork
- Orientation Videos
- Lunch Provided by the Organization
- Standards and Expectations
- Fill in the Blanks
- Buddy System
- Be Patient
- Orientation Checklist

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.

