Training/On–Boarding/Orientation Quiz



QUESTION

What are the critical processes in order to enable employees to align and perform their job duties in concert with the culture of the business model?

A. Job knowledge, on-boarding, boarding initiatives.
B. Training, orientation, on-boarding.
C. Refresher courses, orientation, compliance up-dates.
D. Training, weekend/seminar morale booster programs, job knowledge.

ANSWER

B. Training, orientation, on-boarding.

WHY IS IT RIGHT

PREAMBLE

Training, On-Boarding and Orientation is the process of integrating each employee by reviewing functions of the position, organizational relationships, administrative arrangements and miscellaneous policies followed by teaching specific job practices in order to perform their job duties.

You need time when it comes to employee onboarding

The time right after the initial hiring process is a critical time period. Employers need to provide the necessary onboarding experience and orientation tools that give the right first impression for the employee, as well as shape their future with an organization. The sooner new or transitioning employees feel a connection to the organization and are up to speed and productive, the more agile, flexible, and stable your organization becomes.

Employee Onboarding components

- **Key Job Knowledge:**You can help employees stay engaged and retain information better by delivering more practical job training in ways that tell stories and catch learners' interest. Avoid information overload by telling employees only what they need to know.
- **Culture/Mission:**New hire training is a chance for an organization to introduce itself and its unique aspects. Make sure employees feel welcomed and excited to

join your workplace environment.

There is a "*socialization*" angle addition to the obvious "*new employee orientation*" focus. There is a need to ensure that the orientation (and other!) processes involved in bringing in new employees are enhancing, not hindering, socialization into the *corporate culture*.

- **Initiation/Orientation:**Onboarding supervisors should conduct the training in a centralized, well-designed and comprehensive orientation program that's not just filling out HR paperwork. Engagement is also a key aspect of initiation and the new employee orientation process.
- **Compliance:**A part of orientation should include information about compliance and what is expected of the employees in order to avoid issues down the road. Knowing what applicable compliance laws relate to your specific organization protect the company and the employee.

The Need for High-Impact Training

Effective onboarding increases employee engagement by more than 20%.

Advantages of effective employee onboarding are more than just informing the employee about organizational systems and conduct. Onboarding training can help the employee and the organization in the long run.

Through the following processes:

- Speed to productivity.
- Cultural adaptation.
- Retention.
- Alignment.

Employee Orientation

Orientation (sometimes called an induction) is the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs, and especially to health and safety. Providing training and extra assistance during the initial period of employment is critical, regardless of the age of the employee, as they are not familiar with the hazards of the job or the workplace.

During this phase, each worker develops the knowledge, skills, and abilities that are necessary to work in a safe and healthy manner. While training (or refresher training) is always important, training should always be provided when employees are:

- transferred to jobs or work areas they are unfamiliar with
- returning from an extended period away from work
- who are new to the work force?

WHY IS EVERYTHING ELSE WRONG

An up-to-date Human Resources Department will approach this topic with an open mind and pursue out-of the box solutions to train and inculcate employees with the corporate culture of the business entity. Without this kind of expansive and resourceful approach being implemented, everything else is wrong!!!