2017 New Employee Orientation Agenda

Time: 8:30 am to 4:00 pm EST (Central office):

Facilitator: State Personnel Department (SPO) - Division of Employee

Engagement:



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8:30 - 8:50	Orientation Overview
8:50 - 9:00	Government Campus Emergency Procedures
9:00 - 9:20	New Hire Paperwork
9:20 - 9:35	Employee ID Badge Appointment
9:35 - 10:10	Benefits Overview
10:10 - 10:20	Break
10:20 - 11:10	Senefits (continuation)
11:10 - 11:35	Wellness Program Overview
11:35 - 12:00	College Chaice 529
12:00 - 1:00	Lunch
1:00 - 1:45	Workplace Harassment Prevention Training
1:45 - 2:15	Standardized Policies & Performance Management
2:15 - 2:25	Break
2:25 - 2:50	Indiana Public Retirement (INPRS)
2:50 - 3:20	Hoosier Start (retirement plan option)
3:20 - 3:35	Public Service & Public Records
3:35 - 4:00	Required Online Training Overview

^{*}Context and times are subject to change at the discretion of the Divisor of Employee Engagement.



Sample Orientation Agenda

FACHE Larson

Sample Orientation Agenda:

Human Resources Kit For Dummies Harold Messmer, Jr., 2011-02-25 A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit for Dummies Second Edition is your one stop resource for learning the nuts and bolts of HR It gives you the actual tools forms templates and so on that you can put to immediate and productive use Inside you ll easily discover how to Find hire and keep top talent Create an effective compensation structure Ensure you re developing the right benefits package Encourage extraordinary performance Establish an employee friendly environment And much more This Second Edition also contains new information on anti discrimination legislation measuring employee performance firing or laying off employees and the latest training and development plans The CD ROM includes updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefits worksheets With the tools and helpful information in this book you ll experience first hand how a successful HR administration reaps untold rewards Note CD ROM DVD and other supplementary materials are not included as part of eBook file Nursing Orientation Program Builder Adrianne E. Avillion, Debbie Buchwach, 2010 This binder and CD ROM walk you through each step of a well run orientation program so you can incorporate field tested evidence based practices at your facility Use this resource to evaluate your program outcomes fulfill Joint Commission orientation requirements train new graduates and meet the needs of a diverse workforce **Retention** India Podsen, 2013-11-20 This book is for you if you are challenged by the number of teacher vacancies at the start of your school year finding that your most promising teachers are resigning before they complete their first few years on the job or no longer willing to accept that your veteran teachers are just marking time until their retirement Best selling author India Podsen shows you how to uncover and analyze retention risks at your school implement induction programs to help novices master the realities of full time teaching engage your experienced teachers in the retention process and apply the Professional Educator Career Framework consisting of Four Career Stages teacher inductee teacher specialist teacher leader and teacher steward This book provides school leaders with practical suggestions and easy to use tools such as checklists and action plans sample meeting programs and agendas evaluation templates benchmarks and standards and all designed to help you deal successfully with teacher shortages and related problems Positive partnerships: a toolkit for the greater involvement of people living with or affected by HIV and AIDS in the Caribbean education sector UNESCO Office Kingston, Newton, Mass., Education Development Center, Inc., 2010-10-31 Leading the Teacher Induction and Mentoring

Program Barry W. Sweeny, 2007-08-01 A must read for anyone interested in ensuring the ongoing effectiveness of teacher induction and mentoring Sweeny mentors the reader by sharing details from his two decades of developing and leading high impact mentoring programs I ve improved my own effectiveness by employing these insightful strategies Hal Portner Educational Consultant Author of Mentoring New Teachers Offers many suggestions and guiding principles for organizing mentoring programs and succinctly addresses many complex issues of program development and interpersonal relationships in mentoring roles There is so much information in an easy to read direct presentation Lori Helman Professor of Curriculum and Instruction University of Minnesota Minneapolis Develop a high impact training and mentoring program that strengthens teacher and student performance While resources are abundant for helping the mentor and the new teacher very little has been written to guide the leaders of teacher and mentor development In Leading the Teacher Induction and Mentoring Program Second Edition Barry W Sweeny provides an effective proven model for developing implementing evaluating and sustaining an induction and mentoring program that results in highly qualified teachers A nationally known mentoring expert the author offers comprehensive guidance and a wealth of practical strategies that allow leaders to support mentors and novice teachers and to promote school improvement and professional development initiatives Extensively revised to include the latest research this second edition Presents step by step directions for each part of the program development and implementation process Links induction and mentoring to districtwide goals for improved teaching practice and increased student achievement Includes sample schedules templates and reproducible forms Provides solid recommendations for avoiding pitfalls and increasing program effectiveness Ideal for principals district administrators teacher trainers and mentor leaders this resource offers essential tools for designing and implementing a new induction and mentoring program or improving an existing one Recruiting, Interviewing, Selecting & Orienting New Employees Diane Arthur, 1998 Now updated and expanded this classic how to guide equips human resources professionals with the skills and tools to get the best people on board Filled with sample forms interview questions and handy checklists the book goes step by step through the entire hiring process It also includes sections on workplace diversity electronic recruiting competency related Staff Educator's Guide to Clinical Orientation, Third Edition Robin L. Jarvis, Amy J. interviewing and other techniques Word-Allen, Alvin D. Jeffery, 2024-04-01 Awarded second place in the 2024 AJN Book of the Year Awards in the Health Care Administration category Chapter to chapter I was able to deepen my understanding of process and concepts in ways that will strengthen the professional development of any nursing team Heather E Norman MBA MSN RN NE BC CNL CCHP RN Chief Nursing Officer Wellpath Staff Educator's Guide to Clinical Orientation provides an insightful look into the onboarding needs of our healthcare environment This guide would be a fantastic resource for a new or established onboarding program Veronica Gurule MSN RN CCRN Pediatric Intensive Care Nurse Cook Children's Hospital Staff Educator's Guide to Clinical Orientation is a must read for anyone who is involved in onboarding new experienced and temporary staff nurses in a clinical

setting Paula Levett MS RN CCRN Former Nursing Practice Leader Pediatric Intensive Care Unit The University of Iowa Stead Family Children's Hospital With all the changes in staffing in the past few years due to the pandemic a high quality onboarding process is even more important for retention and ensuring a new nurse's success In this fully revised third edition of Staff Educator's Guide to Clinical Orientation authors Robin Jarvis Amy J Word Allen and Alvin Jeffery provide readers with all the tools they need to successfully develop a nursing and healthcare workforce Whether someone is new to leading orientation efforts or a seasoned nursing staff development specialist this book will help readers Understand the role of the preceptor in clinical orientation activities Incorporate regulatory and legal issues Understand and use the ADDIE model Analyze design and implement an orientation program Evaluate an individual's competency Conduct surveys and focus groups Manage orientee errors and personality conflicts TABLE OF CONTENTS Chapter 1 Important Considerations for Onboarding and Orientation Chapter 2 Analysis and Design of an Onboarding Program Chapter 3 Developing and Implementing an Orientation Program Chapter 4 Evaluating an Individual's Competency Chapter 5 Working With Orientees Chapter 6 Evaluating an Orientation Program Chapter 7 Temporary Employees and Students Chapter 8 Regulatory Considerations Chapter 9 Practical Tips for Staying Organized Appendix Essential Orientation Materials for Your Office

Organizational and Process Reengineering FACHE Larson, 2017-07-27 Winner of the Healthcare Information and Management Systems Society s HIMSS 2015 Book of the Year AwardGiven the on going changes and challenges faced by today s health care organizations Organizational and Process Reengineering Approaches for Health Care Transformation provides a practical leader led and team based approach for reengineering o **Competency in Home Care** Terasa Astarita, Gayle Materna, Cynthia Blevins, 1998 Competency in Home Care doesn't just describe the standards of practice it gives you the resources to meet them it provides practical authoritative guidance for creating effective staff development plans designing orientation programs that get caregivers up to speed immediately establishing performance criteria for every position in the home care continuum and ensuring ongoing competency Plus you get powerful insights into the growth of modern home care The role of competency programs in staff recruitment and retention and how to get it done in any organization regardless of background makeup or affiliation Recruiting, Interviewing, Selecting, and Orienting New **Employees** Diane Arthur, 2019-05-21 A genuine classic Recruiting Interviewing Selecting Orienting New Employees is a practical guide to the employment process Extensively revised it contains forms guidelines and ready to use interview questions as well as advice on reference checking interview methods documentation issues orientation programs and applicant testing From recruitment to orientation this updated and accessible guide covers it all Recruiting Interviewing Selecting Orienting New Employees has long been the go to reference on every aspect of the employment process Packed with forms checklists quidelines and ready to use interview questions the revised and updated edition provides readers with practical information on topics including interview methods documentation issues reference checking orientation programs

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