

## 2017 New Employee Orientation Agenda

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

**Facilitator:** State Personnel Department (SPD) – Division of Employee Engagement



Orientation begins promptly at 8:30 a.m. – please sign in upon arrival.

| TIME          | ITEM                                           |
|---------------|------------------------------------------------|
| 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 | Benefits (continuation)                        |
| 11:10 – 11:35 | Wellness Program Overview                      |
| 11:35 – 12:00 | College Choice 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   | Hoesler Start (retirement plan option)         |
| 3:20 – 3:35   | Public Service & Public Records                |
| 3:35 – 4:00   | Required Online Training Overview              |

\*Content and times are subject to change at the discretion of the Division of Employee Engagement.

# Sample Orientation Agenda

**Rick Kellerman, Gretchen Irwin**



## **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 the eBook file.

**Nursing Orientation Program Builder** Adrienne 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.

**Teacher 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

Staff Educator's Guide to Clinical Orientation, Third Edition Robin L. Jarvis, Amy J. 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

**The New Instruction Librarian** Candice Benjes-Small, Rebecca K. Miller, 2016-11-16 The sheer amount of resources on the subject of information literacy is staggering Yet a comprehensive but concise roadmap specifically for librarians who are new to instruction or who are charged with training someone who is has remained elusive Until now This book cuts through the jargon and rhetoric to ease the transition into library instruction offering support to all those involved including library supervisors colleagues and trainees Grounded in research on teaching and learning from numerous disciplines not just library literature this book shows how to set up new instruction librarians for success with advice on completing an environmental scan strategies for recruiting efficiently and a training checklist walks readers step by step through training a new hire or someone new to instruction complete with hands on activities and examples explores the different roles an instruction librarian is usually expected to play such as educator project manager instructional designer and teaching partner demonstrates the importance of performance evaluation and management including assessment and continuing education both formal and informal and provides guided reading lists for further in depth study of a topic A starter kit for librarians new to instruction this resource will be useful for training coordinators as well as for self training

**Group Practice Personnel Policies Manual** Courtney Price, PhD, 1997 [Reference and Information Services](#) Richard E. Bopp, Linda C. Smith, 2011-05-23 Reflecting the dramatic changes shaped by rapidly developing technologies over the past six years this new fourth edition of Reference and Information Services takes the introduction to reference sources and services significantly beyond the content of the first three editions In Part I Concepts and Processes chapters have been revised and updated to reflect new ideas and methods in the provision of reference service in an era when many users have access to the Web In Part II Information Sources and Their Use discussion of each source type has been updated to encompass key resources in print and on the Web where an increasing number of freely available sources join those purchased or licensed by libraries A number of new authors are contributors to this new edition bringing to their chapters their experience as teachers of reference and as practitioners in different types of libraries Discussions of services in Part I

integrate digital reference as appropriate to each topic such as how to conduct a reference interview online using instant messaging Boxes interspersed in the text are used to present scenarios for discussion to highlight key concepts or to present excerpts from important documents Discussions of sources in Part II place more emphasis on designing effective search strategies using both print and digital resources The chapter on selection and evaluation of sources addresses the changing nature of reference collections and how to evaluate new types of sources Each chapter concludes with an updated list of additional readings to guide further study A new companion website will provide links to Web accessible readings and resources as well as additional scenarios for discussion and example search strategies to supplement those presented in the text

**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 Award Given 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

**Leadership Roles and Management Functions in Nursing** Bessie L. Marquis, Carol Jorgensen Huston, 2009 Now in its Sixth Edition this foremost leadership and management text incorporates application with theory and emphasizes critical thinking problem solving and decision making More than 225 case studies and learning exercises promote critical thinking and interactive discussion Case studies cover a variety of settings including acute care ambulatory care long term care and community health The book addresses timely issues such as leadership development staffing delegation ethics and law organizational political and personal power management and technology and more Web links and learning exercises appear in each chapter An Instructor's CD ROM includes a testbank and PowerPoint slides

**Graduate Medical Education in Family Medicine** Rick Kellerman, Gretchen Irwin, 2025-03-29 This book outlines the basic structure and processes of family medicine residency education programs Family medicine residency programs are complex adaptive learning organizations that involve people processes procedures buildings budgets high stakes mistakes mission statements strategies schedules curricula faculty and residents Residency program faculty are faced with many challenges and this book gives them and others who are interested or involved in residency programs a clear and comprehensive breakdown of family medicine graduate medical education The volume opens with detailed overviews of several family medicine organizations that support residency programs and faculty Subsequent chapters cover a range of topics including best practices in resident assessment and evaluation and best practices pertinent to the development of teaching and administrative skills for faculty Furthermore chapters explain necessary residency education accreditation requirements which includes the understanding of the accreditation requirements board certification requirements Medicare graduate medical education funding policies and Centers for Medicare and Medicaid Services CMMS billing regulations All authors have been family medicine residency program directors or faculty or have been intimately involved in residency program education Graduate Medical Education in Family Medicine offers residency program directors

faculty and residency administrators a wide ranging and comprehensive overview of family medicine residency education as well as specific administrative and educational best practices for residency education This book will also be useful to those physicians with experience in their clinical field but not in educational pedagogy and andragogy

**Guidelines for the Development of Policies and Procedures** American Correctional Association,1988 **Clinical Research Law and Compliance Handbook** John E. Steiner,2006 **Law Ethics Staff Development Nursing Secrets** Kristen L.

O'Shea,2002-06-13 **Staff Development Nursing Secrets** is a practical guide for nurse educators working in staff development The question and answer format helps provide readers with specific answers to their everyday questions and challenges The text explores the state of today s healthcare world and identifies the myriad of competencies and skills necessary for a nurse educator to succeed In addition nurse educators will gain useful tips and knowledge regarding the planning implementation and evaluation of many types of educational programming The text concludes with a section on the nuts and bolts of common staff development programs Engaging interactive Q A format Concise answers with valuable pearls tips memory aids and secrets 22 succinct chapters written for quick review All the most important need to know questions and answers in the proven format of the highly acclaimed Secret Series Thorough highly detailed index

The Role of the Preceptor Jean Pieri Flynn,Madonna C. Stack,2005-07-12 Thoroughly updated this practical how to guide provides a useful and easy to follow framework for developing and implementing preceptor programs for learning to precept students and for facilitating the development of expertise in both preceptors and preceptees The contributor list includes specialists within a wide spectrum of clinical nursing settings who have expertise in preceptor program development This text is essential to nursing faculty and nursing clinicians who want to set up preceptor programs guide student experiences or help orient novice practitioners to the practice setting It explains the differences between precepting and mentoring or teaching provides insights into preceptor programs and explores internships residencies and mentoring

The Oxford Handbook of Organizational Socialization Connie Wanberg,2012-07-16 Organizational socialization is the process by which a new employee learns to adapt to an organizational culture This crucial early period has been shown to have an influence on eventual job satisfaction commitment innovation and cooperation and ultimately the performance of the organization After decades of research on organizational socialization much is now known about this important process However some confusion still exists regarding what it means to be socialized The Oxford Handbook of Organizational Socialization brings comprehensive reviews of the scholarly literature together with perspectives on what is being done in organizations to integrate and support new employees The first section introduces the principles and practice of employee socialization and provides a history of the field and the second section focuses on outcomes and antecedents of socialization The third section on organizational context systems and tactics covers an extensive number of topics including diversity person organization fit and social networks and special contexts such as socialization into higher level jobs and expatriation The fourth section reviews process methods and

measurement The fifth section goes beyond the organizational newcomer to examine socialization in special contexts The sixth section expands on practice related issues and walks the reader through two case studies one in an academic setting and another in a corporate setting The final chapters provide a best practices approach based on the highest quality research summarize the state of the field and offer an agenda for future research as well as suggestions for potential research practice partnerships Unique and thorough in its approach The Oxford Handbook of Organizational Socialization is a useful single source of information across the range of research relevant to organizational socialization

Building Great School Board -- Superintendent Teams Bradley V. Balch, Michael T. Adamson, 2017-09-22 To address urgent challenges and drive continuous improvement effectively school board members superintendents and school leaders must develop strong school board superintendent teams The authors offer a systematic approach for establishing a unified school leadership team that can efficiently meet demands avoid conflict and respond to the ever changing educational environment Each chapter includes professional development activities that can be adapted for teams of any size Learn how to build an effective school leadership team Consider how the school board superintendent team can remain sustainable and productive in governance instructional leadership and school improvement Foster committed team relationships and develop effective school leadership practices and qualities within the team Clarify superintendents and school board members roles and responsibilities to improve governance and avoid conflict Learn characteristics of effective communication and how to speak with one unified voice as a team Participate in team professional development activities that build trust respect transparency and accountability among the team

Contents Introduction Chapter 1 Legal Perspectives and the Case for Local Control Chapter 2 Induction and New Team Member Orientation Chapter 3 Team Members Roles and Responsibilities Chapter 4 Effective Communication and a Unified Voice Chapter 5 Team Decision Making Chapter 6 Committed Effective Team Leadership Chapter 7 Foundational Statements Chapter 8 Continuous Improvement and Quality Assurance Chapter 9 Governance and Leadership During Change Chapter 10 Dysfunctional Teams and Rogue Members Chapter 11 System Evaluation Essentials Chapter 12 The Future of the School Board Superintendent Team References and Resources

*Community Mental Health Center Board Development: Resource materials* Nancy Peterfreund, 1980 **Bulletin** , 1960

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