

Make New Employee Orientation A Success

Who Should Attend

Personnel managers and specialists, trainers, instructors and course designers responsible for preparing and conducting new employee orientation will benefit from this unique, active day of learning. The workshop is based on original research of many successful companies. Can new employee orientation reduce turnover by 30%? Learn how!

Learning Objectives

- Identify bottom-line benefits of successful orientation programs
- Select critical information employee s need to be effective and successful
- Measure the content of your orientation against some of the most successful orientation programs
- Set objectives appropriate for your organization
- Limit content to what is important
- Eliminate boredom and keep the pace alive
- Use techniques to involve new employee s

Trainer: Drs. Bambang Haryanto, M.Ed

WAKTU PELAKSANAAN

09 Desember 2027

09:00 - 17:00 WIB

TEMPAT PELATIHAN

Location: Kuretakeso Hotel - Kemang / Best Western Premier - Cawang / The Aryaduta Hotel Semanggi

Harga

Group Price: Rp 3.550.000
Full Fare: Rp 3.950.000

**) Harga di atas tidak dikenakan PPN 11%, sudah termasuk makan siang, snack, sertifikat, dan modul.*

- Avoid pitfalls of ineffective orientation programs
- Apply orientation design techniques to all new employee situations

Methodology

- Lecturettes
- Discussions
- Action Plans

Workshop Content

1. Workshop Overview

- Orientation: process over time vs. one-day training program
- Benefits of successful programs
- HR's role and the supervisor's role
- How to evaluate your current orientation during the workshop
- Examples from successful companies

2. How To Plan for Orientation

- Who is your typical new employee ?
- What is realistic and achievable?
- Benefits of including skill objectives
- Who should be involved and how to gain their cooperation
- Techniques to identify your organization's needs
- Safety first: avoid expensive mistakes and accidents
- How to get supervisors involved in the NEO process

3. Selecting Content and Methods

- What new employee s need: enough vs. too much
- Select appropriate methods to deliver timely orientation
- Review schedules and checklists
- First day do's and don'ts
- How to eliminate boredom and other pitfalls
- How to create opening activities for group orientations
- 5 key tips on taking plant tours
- Inviting and guiding guest speakers
- What audio-visual support is best?
- Using "self-discovery" orientation and buddy systems
- How to communicate corporate culture
- Salaried, hourly, staff and supervisory orientation

- How to make orientation more self-directed

4. Evaluate Yuor Orientation

- New hire reaction
- Were learning objectives reached?
- Does knowledge transfer to the job?
- How to show cost benefits

5. Special Considerations

- New company start-up orientation
- Mergers, acquisitions and reorientation
- New departments, branches, stores, classifications, etc.
- Orienting management families--corporate welcome wagon
- Multi-location and intranet delivery ideas

Instruktur Pelatihan

Drs. Bambang Haryanto, M.Ed

Bambang Haryanto ialah instruktur dan konsultan independen pada berbagai Training Center, organisasi bisnis dan lembaga, antara lain pernah untuk BCA Group, Salim Group, Bank Tamara, Gajah Tunggal Group, Dharmala Group, Sampoerna Group, Tiga Raksa Group, Modern Group, Napan Group, Lippo Bank, BDNI, dan Bank Artha Graha. Ia memulai karirnya dengan bekerja di berbagai hotel internasional selama empat setengah tahun, bidang sales dan pariwisata selama dua tahun sebelum menjadi dosen di Universitas Terbuka selama enam tahun. Selain menjadi dosen, ia juga bertanggung-jawab serta memimpin banyak satuan tugas untuk menyelesaikan berbagai tugas manajerial dan pengembangan dalam bidang penyelenggaraan pendidikan tinggi.

Tahun 1989, ia memulai bekerja di Divisi HRD dan Training Center BCA sebagai instruktur program-program manajemen dan pengembangan diri. Ia pernah menjadi Kepala Pelaksana Harian BCA Training Center selain menjadi Koordinator Program Pengembangan Manajemen. Ia juga telah berhasil menyusun, mengembangkan dan menyelenggarakan berbagai pelatihan untuk BCA Training Center.

Tahun 1993, ia memulai karir sebagai instruktur dan konsultan yang bekerja secara mandiri untuk berbagai organisasi bisnis dan lembaga. Hingga saat ini ia telah menyelesaikan dengan baik lebih dari seribu kali berbagai jenis program pelatihan dan konsultasi.

Bambang mempunyai ijasah Master of Education dari Simon Fraser University Canada (1989), Sarjana Pendidikan dari Universitas Negeri Jakarta (1983), dan Diploma III Perhotelan (1978). Selain itu ia juga sangat berminat dan sering mengikuti berbagai seminar dan pelatihan yang berkaitan dengan manajemen umum, manajemen strategik, manajemen operasional, kepemimpinan, penjualan, pemasaran, UKM, dan pelayanan prima.

CONTACT US

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