Introduction
There is no question about it – finding, training, and replacing employees is expensive. HR experts estimate that turnover costs from 30% to 50% of an employee’s first year salary. Clearly, most actions you take to retain new employees are worth the effort, and an effective welcome and new hire integration process can help ensure a better retention rate.

The most frequent complaints about new employee orientation are that it is overwhelming, boring, or that the new employee is left to sink or swim. The result is often a confused new employee who is not productive and is more likely to leave the organization within a year. A well thought out orientation program, whether it lasts one day or six months, will help not only in retention of employees, but also in productivity. Organizations that have good orientation programs get new people up to speed faster, have better alignment between what the employees do and what the organization needs them to do, and have lower turnover rates.

COURSE CONTENT

1. Introduction
   • The importance of an organized and effective orientation program
   • The objectives and benefits of a structured orientation program

2. Who is responsible for Orientation?
   • The role of HR
   • The role of Managers & Supervisors
   • Exempt employees
   • Non-exempt employees

3. Guidelines and recommended activities
   • Pre-arrival preparation
   • How to welcome a new employee
   • Day 1
   • Week 1 – Month 3
   • Assessment

4. The buddy/mentor system
   • Preferred qualities of a buddy/mentor
   • Difference between a buddy and mentor
   • The role of a buddy
   • The role of a mentor

5. The 4 major challenges in organizing an effective orientation program:
   • The lack of clearly stated goals and objectives
   • The delivery of appropriate and accurate information to new hires.
   • The 3rd challenge deals with balancing the needs of individuals and those of the company.
   • The 4th challenge is how to lessen new hire’s anxiety and make them feel welcomed.

6. Orientation Vs integration

7. Top 10 ways to turn off new employee (especially a Gen Y!)

Who Should Attend?
Managers, Section Heads, Executives, Supervisors, Support and Exempt Staff

~SBL Scheme ~
Claimable from HRDF
COURSE OBJECTIVES

- To reduce new employee turnover
- To develop realistic job expectations
- To have better employee engagement
- To reduce start-up costs
- To reduce employee anxiety
- To save time for supervisor

Trainer

Mr. Selvaraj B believes in interactive and fun filled training. His method of training is sharing rather than lecturing. With 23 years of Engineering and Senior Management experience in MNC manufacturing environment, the trainer uses lots of real life examples. He started his career in 1989 as a Mechanical Engineer and in 23 years, has worked in 3 MNC companies, i.e. Matsushita (Japanese company), Robert Bosch (German company) and Entegris (American company) up to the level of an Operations Manager.

Mr. Selvaraj is an avid public speaker and a Competent Communicator with Toastmasters International. The latest award that he has won is the Toastmasters Humorous Speech Contest Division N Champion – 2012. His exposure to managing multi-generational workforce is from his 23 years of Management expertise working with all levels of people from around the world.

Registration Form

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes. Closing date for registration is on 2 June 2014.

For further details please contact:
FMM Institute, Penang Branch  Tel: 04-3992057 Fax: 04-3994863  Attention: Ms Sharrlini/Rahayu/Haffiz  E-mail: sharrlini@fmm.org.my; rahayu@fmm.org.my; fmmpenang@fmm.org.my

Dear Sir/Madam,

Please register the following participant for the above programme:

1. Name: ________________________________________________
   Designation: ___________________________________________
   I/C. No.: ______________________________________________
   Email: ________________________________________________

2. Name: ________________________________________________
   Designation: ___________________________________________
   I/C. No.: ______________________________________________
   Email: ________________________________________________

3. Name: ________________________________________________
   Designation: ___________________________________________
   I/C. No.: ______________________________________________
   Email: ________________________________________________

Enclosed cheque / bank draft no. ________________________ for RM__________________________ being payment for _____________ participant(s) made in favour of “FMM Institute”

Submitted by:
Name: ___________________________________________
Designation: _________________________________________
Company: ____________________________________________
Address: _____________________________________________
Tel: ________________________________________________
Fax: ________________________________________________
Email: ______________________________________________
Membership No. : ___________________________________