

**HR: New Employee Hiring, Orientation, Performance Reviews**

**Category:**

Management

**Course Prerequisite:**

None

**Course Length:**

12 hours

**Materials:**

Included (digital only)

**Cancellation Policy:**

10 Business Days

**Minimum Number of Students:**

1

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Pre-work:**

None

**Description:**

It is said that you cannot motivate people. You CAN, however, provide a motivational environment.

This event ensures the most effective and productive human resource environment possible from new hires to high performing teams.

Participants are exposed to the Employee Commitment Curve, a phenomenon that can’t be avoided that tracks an employee’s commitment level in the company and how to manage it for optimal productivity.

**Course Topics and Objectives:**

* Hiring Best Practices:
	+ How to hire the right people for every position
	+ How to write and use a job or position description to recruit and hire the right person
	+ Developing your interviewing questions and process
* New Employee Orientation:
	+ Creating a checklist to optimally bring someone into your company and onto their respective team (Pre-hire, day one, first week, first month, 90-days, etc.)
	+ Managing the new employee’s “Commitment Curve”
	+ How to create and use Performance Reviews, also known as Talent Development Plans
* Culture & Positive Work Environment:
	+ Values
	+ Ethics
	+ Creating and using a Code of Conduct (a set of values, ethics, and behaviors agreed upon by a team establishing how they all agree to work together)
	+ Harassment types: laws, policies, and how to avoid them
	+ Commitment to excellence and ongoing improvement