

# What's Included...

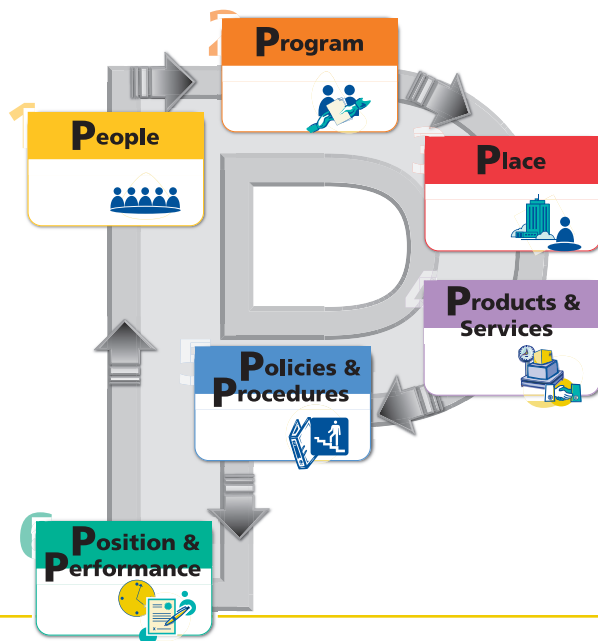
## information DISCOVERY New Employee Orientation

### TOOLS and Resources:

- **Implementer's Instructions**
- **New Employee Orientation Manager's Guide**
- **New Employee Orientation Employee's Kit**

*Inside Manager's Guide and New Employee's Kit . . .*

- **information DISCOVERY Process** - Introduction and Instructions
- **information DISCOVERY TOOLS:**
  - **information DISCOVERY** Process (Model)
  - **information DISCOVERY** Checklists Overview
  - **information DISCOVERY** Plan / Calendar
  - **information DISCOVERY** Checkpoints – Process and Agenda Tracker
- **information DISCOVERY Checklists**



# Who We Are...

Founded in 1982, **Learnware Design Inc.** is a Canadian-owned learning design and consulting firm, providing clients with custom-designed and fully documented learning systems and solutions which positively impact bottom-line results. As consultants we have particular expertise in well-researched, custom-designed and expertly executed learning design. We have the expertise to take complex facts, concepts, processes and procedures and make them easy to learn and expertly apply.

**intentional LEARNING** is the product division of Learnware Design Inc., dedicated to offering learning performance products for '*Increasing Learning Capacity and Capability*'.

Examples of other **intentional LEARNING** Performance Support Tools and Resources:

- **intentional LEARNING** Process
- **intentional LEARNING** Options
- **intentional LEARNING** Competencies
- **intentional LEARNING** Strategies

*Also available . . .*

- **intentional LEARNING** workshops and keynote speeches

## Contact Information...



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# information DISCOVERY

## New Employee Orientation Program

information DISCOVERY  
Plan/Schedule



information DISCOVERY  
Checklists



information DISCOVERY  
Checkpoints



information DISCOVERY  
Tracker

**TOOLS and Resources**



# information **DISCOVERY**

## New Employee Orientation Program

### What is It?...

**information DISCOVERY** is a ready to use, easy to implement, customizable (if desired), new employee orientation process. It includes a tool-based strategy for organizations who want to make sure they are offering their new employees an effective and efficient way to start their new jobs.

Every action your managers need to take to prepare for and implement a comprehensive New Employee Orientation **information DISCOVERY Process** is included in the **information DISCOVERY Manager's Guide**.

Every step your new employees need to take during their first three months (90 days) of employment is included in the **information DISCOVERY New Employee's Kit**.

*All of the orientation program design work is done for you!  
It's structured for easy implementation.*

### Purchase Options...

#### Complete New Employee Orientation System

#### System Use and Start-Up Package

- 1 copy - **information DISCOVERY** Implementer's Instructions
- 5 copies - **information DISCOVERY** Manager's Guide
- 10 copies - **information DISCOVERY** New Employee's Kit
- *Additional copies are available*

#### For Pricing . . .

Call: 905.771.9756 or  
E-mail: [learnwaredesign@rogers.com](mailto:learnwaredesign@rogers.com)

#### The **information DISCOVERY**

**Orientation Program** is designed to meet your new employees' information needs as well as your organization's need to have well informed, knowledgeable, well trained and productive employees in as little time as possible.

Throughout the orientation process new employees stay focused on learning key information about their job and new organization in terms of:

- **P**eople
- **P**lace
- **P**rogram
- **P**roducts and Services
- **P**olicies & **P**rocedures, and
- **P**osition & **P**erformance

#### Customization Options

##### A. Basic Customization

- Your organization's logo and name throughout the materials
- Check-off items added or deleted from the **Manager's Orientation Preparation Checklist** and the **New Employee's information DISCOVERY Checklists**

##### B. Advanced Customization

- Blending the **information DISCOVERY Process** with your own organization's existing orientation program and process

##### C. Other Customization Options

- Design and development of an **information DISCOVERY – New Employee Orientation Session** (classroom-based)
- Design and development of an **information DISCOVERY – New Employee Orientation Online Program** (web-based)

### Outcomes and Results...

#### For New Employees

- Gives new employees the right to ask questions and receive the information they need when they need it.
- Quickly moves employees from saying 'I'm new here' to feeling part of your organization.
- Encourages new employees to take responsibility for their own orientation, by giving them the necessary process to follow and support tools and resources.
- Helps new employees become productive more effectively and efficiently.

#### For Managers of New Employees

- Provides managers with a ready-to-use and easy to implement orientation process.
- Encourages performance building dialogue between managers and their new employees during the most critical orientation checkpoints:

- End of the First Day
- End of the First Week
- End of the First Month
- End of the First Three Months

- Helps managers focus on retaining new employees.
- Builds stronger relationships between the hiring managers and their new employees.

#### For the Organization

- Extends the orientation process beyond the first week to ensure a comprehensive 90-day orientation process.
- Emphasizes new employee performance and productivity, not just learning facts about the organization.
- Reduces potential re-recruitment costs due to new employee turnover.
- Accelerates new employee productivity and acceptance in the organization.