Train and Orientate Your Employees

Course Description

Do you find yourself repeatedly giving instructions? Do your employees know all they need to perform at peak efficiency? Do you feel like you are unable to train your employees and do your own job? Do you properly orient your new employees? Do they know your expectations?

Target Audience

This course is intended for all department chairs, managers, and supervisors.

Course Objectives

- Discuss the new employee departmental orientation checklist
- Identify basic training requirements
- Discuss the training process
- Outline the amount of time needed to train and orient employees
- Discuss the role a manager plays while orienting and training their employees

Course Information	
Time/Duration	2.5 hours
Cost	No cost
Schedule/Contact	Humanresources_Training@augusta.edu
To Enroll in Session:	https://train.augusta.edu

*To request a special session for your team on this topic, please submit a Service Request at Wufoo.

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