

7.21: Introduction to Employee Orientation and Training

What you'll learn to do: describe employee orientation and training approaches

Not even the best-qualified employee will arrive without any questions or training needs. That's because every company (and every department) has its own policies, customs, systems, software, and expectations. Before getting to work, therefore, employees go through a process of orientation and training. Usually the human resources department takes the lead in this process, but it's likely that you and your team will need to help new employees get settled in.

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