

The **ONE**® Program Workshop

ORIENTATION OF NEW EMPLOYEES FOR SMALL BUSINESSES

Ideally For Companies With Only One or Two New Hires, We Conduct The Orientation For You . . .



RESPECT, HONOR, RETENTION!

MONDAY – BROWARD | WEDNESDAY – MIAMI-DADE | FRIDAY – PALM BEACH

PROACTIVE MEASURES

- ⇒ NEW HIRE ORIENTATION
- ⇒ STRESS MANAGEMENT AND TIME MANAGEMENT
- ⇒ CUSTOMER SERVICE & TQM
- ⇒ OSHA AWARENESS RISK MANAGEMENT
- ⇒ FUNDAMENTALS OF FILING AND DOCUMENT STORAGE
- ⇒ DIVERSITY AND BIASES PREVENTION
- ⇒ ESTABLISHED CODES OF ETHICS

REACTIVE MEASURES

- ⇒ EMPLOYEE MISCONDUCT DISMISSAL
- ⇒ HANDLING DRESS CODES AND ATTIRE REPRIMANDS
- ⇒ SEXUAL HARASSMENT IN THE WORKPLACE LEGAL BATTLES
- ⇒ LOSS OF GOOD EMPLOYEES AND ASSETS
- ⇒ CORRECTING MISFILED RECORDS
- ⇒ INAPPROPRIATE REPRIMANDS
- ⇒ ADDRESSING UNBECOMING BEHAVIOR

We Fill A Void That So Many Small Businesses When We Created A Program Almost 20 Years Ago, That Seem To Be One Of The Most Productive Initiatives . . . And, We Are Proud to Continue On This Journey!



Do You Have a Single or a Small Number of New Employees, But Don't Have a Human Resources Department To Conduct a Company Orientation?



Do Not Worry; Send Your New Employees to Us for a Fantastic, Information, Professionally-Organized 4-Hour Orientation Session!

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UPON COMPLETION OF THIS WORKSHOP, YOUR EMPLOYEE WOULD HAVE LEARNED:

- ⇒ Refresher on basic filing, business terminology and their importance in company quality assurance and compliance factors
- ⇒ How to conduct oneself courteously, ethically and professionally in your workplace
- ⇒ Approaches to develop effective and efficient time management skills, and apply them to daily tasks and responsibilities
- ⇒ About dress codes: The difference between fashion, business attire, (e.g., dress-down days, casual vs. professional dress codes, etc.)
- ⇒ The importance of separating friendship from business, and working with company associates, avoiding gossip and unfavorable behavior (Addressing the “new-kid-on-the-block syndrome”), politely!
- ⇒ About getting organized and applying needed skill sets essential to the growth strategy of the company
- ⇒ Excellent customer service techniques as they relate to telephone etiquette, diplomacy and internet/email courtesies
- ⇒ **It’s A Wrap! Open Forum and Wrapping Up:** Anticipating challenges and potential risk factors and management for first impression associates