

Employee Orientations

Chapter 1: Introduction

- Session 1: What is an Employee Orientation
- Session 2: Why is Employee Orientation Important
- Session 3: How Does Employee Orientation Protect the Company
- Session 4: Send Welcome Letter to the New Hire Before They Arrive

Chapter 2: Benefit to the New Employee

- Session 1: Learn the Dealership's Culture and Values
- Session 2: Understand Their Role, Responsibilities and Opportunities
- Session 3: Feel Welcome and Valued
- Session 4: Build a Healthy Working Relationship with Other Employees
- Session 5: Helps New Employees Feel Valued

Chapter 3: Benefit to the Dealership

- Session 1: Reduces Employee Turnover
- Session 2: Increases Productivity
- Session 3: Energizes the Current Staff
- Session 4: Helps Create a Sense of Family

Chapter 4: Failure Points of Not Doing a Proper Employee Orientation

- Session 1: Not Feeling Welcome
- Session 2: Minimizes the Sense of Job Security
- Session 3: Fails to Set Clear Direction and Boundaries

Chapter 5: The Main Parts of the Orientation

- Session 1: Present an Overview of the Dealership
- Session 2: Communicate Roles & Responsibilities
- Session 3: Review Safety & Health Procedures
- Session 4: Tour of Dealership
- Session 5: Assign a Mentor
- Session 6: Introduce New Employee on Website

Chapter 6: The Dealership Overview

- Session 1: Dealership History
- Session 2: Mission & Vision Statement
- Session 3: Corporate Culture
- Session 4: Organizational Structure
- Session 5: Customer Relations Philosophy

Chapter 7: Be Ready for the New Hire

- Session 1: Benefit to the Employee
- Session 2: Inform Team of New Hire
- Session 3: Desk / Office Space
- Session 4: Make the First Day a Celebration

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Chapter 8: New Hire Periodic Review

- Session 1: Benefit of a Regular Review
- Session 2: 30 Days
- Session 3: 60 Days
- Session 4: 90 Days

Chapter 9: The Ultimate New Hire Experience

- Session 1: 2 Hours in Every Department
- Session 2: Lunch with Manager
- Session 3: End of First Week Review