Name Class Teacher

Date Assigned Date Completed

CHAPTER 18 Managing Human Resources

SOFTWARE ACTIVITY

PowerPoint® Application

OBJECTIVE: Identify steps required to orient/train a new employee.

Once entrepreneurs begin hiring employees to work in their firm, they must orient and train them in their new job. Depending upon the size and complexity of the firm, this training will take various forms. Some entrepreneurs who own very small businesses may rely solely on informal, on-the-job training. Many entrepreneurs provide formal orientation/training to new employees in the form of workshops/seminars or written training manuals.

Practice Situation

Select a job task that would be performed by one employee at a business you are familiar with. Identify all the steps needed to complete the task. Then, identify standards against which the employee's performance on this task will be evaluated. Make your list clear and concise. You do not have to use complete sentences, however, the statements need to be easily interpreted by others.

Use this information to develop a slide presentation that will identify the steps required of an employee successfully completing the job task. Develop a series of slides (like the ones presented below) that could be used in providing training to a new employee in a formal setting.

Receptionist

Requirements:

- Knowledge of phone system
- Verbal/written skills
- High School diploma

Receptionist

Responsibilities:

- Answer phones
- Take messages
- Log in deliveries

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