

THE IMPORTANCE OF TEAM MEMBER ORIENTATION PROGRAMMES

Employers have to realise that orientation isn't just a nice gesture put on by the organisation. It serves as an important element of the recruitment and retention process. Some key purposes are:

<p>To Reduce Start-up Costs</p>	<p>Proper orientation can help the employee get "up to speed" much more quickly, thereby reducing the costs associated with learning the job.</p>
<p>To Reduce Anxiety</p>	<p>Any employee, when put into a new, strange situation, will experience anxiety that can impede his or her ability to learn to do the job. Proper orientation helps to reduce anxiety that results from entering into an unknown situation, and helps provide guidelines for behaviour and conduct, so the employee doesn't have to experience the stress of guessing.</p>
<p>To Reduce Employee Turnover</p>	<p>Employee turnover increases as employees feel they are not valued, or are put in positions where they can't possibly do their jobs. Orientation shows that the organization values the employee, and helps provide the tools necessary for succeeding in the job.</p>
<p>To Save Time for the Supervisor</p>	<p>Simply put, the better the initial orientation, the less likely supervisors and co-workers will have to spend time teaching the employee.</p>
<p>To Develop Realistic Job Expectations, Positive Attitudes and Job Satisfaction</p>	<p>It is important that employees learn as soon as possible what is expected of them, and what to expect from others, in addition to learning about the values and attitudes of the organization. While people can learn from experience, they will make many mistakes that are unnecessary and potentially damaging.</p>

The main reasons orientation programmes fail:

- The programme was **not planned**;
- The employee was **unaware** of the job requirements;
- The employee does **not feel welcome**.