



New Employee Orientation Training

By Karen Lawson



New Employee Orientation Training By Karen Lawson

A well-planned, comprehensive orientation program benefits both organizations and employees.


Investing in new employees pays big dividends in performance, retention, and engagement. But does your training program cover the essentials of making new hires feel informed, prepared, and supported? Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees, regardless of job level or function.


Her two-day, one-day, and half-day agendas include the resources trainers need to deliver practical, interactive sessions. Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission. You'll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments.

Free tools and customization options

The free, ready-to-use workshop materials (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu.

Download a New Employee Orientation Checklist, which has been adapted from the book, and preview a sample activity (PDF).

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Editorial Review

About the Author

Karen Lawson is a noted international consultant, speaker, and author. As founder and president of Lawson Consulting Group, she has built a successful consulting firm specializing in organization and management development as well as executive coaching. Her extensive consulting and seminar experience includes team development, communication, leadership, and quality service across a wide range of industries. Clients include a variety of prominent organizations from financial services, pharmaceutical, telecommunications, manufacturing, healthcare, government, and education. In her consulting work with Fortune 500 companies as well as small businesses, she uses her experience and knowledge of human interaction to help leaders at all levels make a difference in their organizations.

Karen is the author of 13 books, including the ATD Press titles *Leadership Development Basics* and *Improving On-the-Job Training and Coaching*. She has also written chapters for scores of professional collections and numerous articles in professional journals. In addition, she has created several assessment instruments and developed new, cutting-edge learning tools and delivery methods, including a 12-session professional development audio series for managers, web-based training programs, and teletraining courses. Karen is one of only 400 people worldwide to have earned the Certified Speaking Professional designation from the 4,000-member National Speakers Association. She has received numerous awards for her outstanding contribution to the training and speaking professions. Karen was named one of Pennsylvania's "Best 50 Women in Business" and among the Philadelphia Business Journal's "Women of Distinction." She has been actively involved in professional organizations, such as the National Speakers Association and the Association for Talent Development, holding leadership positions at both the local and national levels. She is also an active member of the Union League of Philadelphia.

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