


	PRODUCT SHEET	Identification : Trainevo-Ficheprod-01
		Revision Date: 11/2021
		Version number: 01

Training Title: Welcoming a Newcomer to the Workplace

This training allows to set up a reception at the workstation to ensure the knowledge and implementation of operational instructions, goals performance, good practices, QSE requirements, and emergency instructions, related to the position by the staff concerned.

Reference:	Category:	Duration:
Trainevo-022022-QSE-02	QSE	1 jour
Language(s):	Training organization:	Number of participants (minimum):
French		6

Objective(s)

Communicate all the instructions and information necessary for the conduct or taking up of a position, and ensure their understanding and implementation.
 Facilitate the integration, involvement, and motivation of the employee at the workplace.
 Structure the reception at the position by setting up an organization and a follow-up of the career of an employee since taking up his position and throughout his evolution in the company.
 Identify training needs that allow the HR department to promote the evolution and development of each employee's career path.

Program

- 1-The issues related to the specific reception at the workstation
- 2-The regulatory framework
- 3-Objective of the reception at the workplace
- 4-Roles & responsibilities in the context of the reception at the position
- 5-Integration and training path
- 6-Content of the reception at the post
- 7-Follow-up of the reception specific to the position
- 8-Evaluation of the performance of the reception at the position

Method

The interactive presentation including the deployment of a methodology and associated tools allows a better acquisition of skills.

Target audience

Managers, HR, QSE/HSE Manager or Manager, Designated Worker,

Evaluation

Training certificate.