

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

### Training Title: Integration of a Newcomer into the company

This training allows to set up an integration of newcomers (permanent contract, apprentice, fixed-term contract, temporary worker, trainee) to communicate to them all the information specific to the company and regulatory obligations before they take up their post.

<b>Reference:</b>	<b>Category:</b>	<b>Duration:</b>
Trainevo-022022-RH-10	RH	1 jour
<b>Language(s):</b>	<b>Training organization:</b>	<b>Number of participants (minimum):</b>
French		6

### Objective(s)

Ensure communication and understanding by newcomers of the specific requirements of the operation of the company and legal obligations.  
 Meet legal obligations in terms of HR and QSE information.  
 Facilitate the integration, involvement and motivation of newcomers.  
 Participate in promoting the company's image and creating a link with new employees.

### Program

- 1-Issues related to the integration of newcomers
- 2-The regulatory framework
- 3-objective of the integration
- 4-Roles & responsibilities in the context of the integration
- 5-Integration paths
- 6-Content of the integration
- 7-Evaluation of the effectiveness of the integration

### 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.