

Chapter 1 : A New Andalusia and a Way to the Orient | Bookshare

Paul E. Hoffman's groundbreaking book focuses on a neglected area of colonial history -- southeastern North America during the sixteenth-century. Hoffman describes expeditions to the region, efforts at colonization, and rivalries between the French, Spanish, and English.

My experiences are not unique. Despite notable innovations in other areas of leadership, the new hire orientation continues to be an overlooked area. If your orientation makes an off-putting impression, it may take months to overcome the bad taste the new employee now has in her mouth. Poor orientations also slow time to productivity, increase error rates, and adversely impact recruitment efforts, and incredibly, improving orientation can increase retention rates by as much as 25 percent. Read on to learn more about the goals of well-designed programs and how you can implement one without relying exclusively on the HR department. Good orientation programs accomplish the following objectives: Proper orientation can help the employee get up to speed much more quickly, thereby reducing the costs associated with learning the job. 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. Orientation shows that the organization values the employee, and helps provide the tools necessary for succeeding in the job. Save Time for the Manager: The better the initial orientation, the less likely supervisors and co-workers will have to spend time teaching the employee. Develop Realistic Job Expectations: 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. Well thought-out orientations celebrate the arrival of the new hire, integrate her into the team, and provide a comfortable forum for answering questions that extends beyond the first day. Orientation Best Practices Like the hiring process, the orientation process is one that should begin well before the new hire arrives for his first day. Here are several issues to keep in mind as you prepare to officially welcome your new employee. Typically, new hire orientations are managed by junior level human resources staff, but these are not the people who should be responsible for assimilating a new employee. HR can have a standard one or two hour session to sign paperwork and go over corporate policies and benefits, but beyond that, your department should be running the show. Plan a Special Outing: Place a welcome note and picture on the company Intranet, and if anyone reads the local paper or company e-newsletter, put a notice in to let everyone know about your new team member. Get Creative with Their Office Space: Have your administrative assistant create a banner signed by the team, or hang a team picture on the wall. Gift Them Little Extras: In addition to any official job training your new hire may need to complete, organize a series of meetings with team members who excel in particular areas. Encourage your new hire to seek out these team members to answer questions about their job duties. Put a Standing Check-in On the Calendar: Ensuring that you meet with your new report at least once a week during the duration of her first three months of employment will positively direct her activities and catch potential issues early. Personal touches and consistent follow up should motivate new employees as you engage in the process of showing them how things are done in your organization and providing them with the tools to do their jobs effectively. A final critical point is that orientations need not be limited to one day. Written by Alexandra Levit Topics: Subscribe to Quick Base Blog Thank you! The information has been submitted successfully.

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A New Andalusia and a Way to the Orient has 5 ratings and 0 reviews. Paul E. Hoffman's groundbreaking book focuses on a neglected area of colonial history.

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Praise for A New Andaluca and a Way to the Orient "This well-written, attractively designed book will long be the standard work on the subject."â€”Journal of American History.

Chapter 5 : Source:Hoffman, Paul E. New Andaluca and a Way to the Orient - Genealogy

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