



Chapter 5 Outline

Orientation Goals
Planning Orientation Programs
 General Property Orientation
 Specific Job Orientation
 Orientation Kits
 Approaches to Avoid
 Approaches to Take
 Orientation Follow-Up
Socialization
 Planning Socialization Programs
 Approaches to Socialization
 Who Should Socialize Newcomers?

Competencies

1. Explain the purpose of an orientation program. (pp. 169–170)
2. Distinguish between a general property orientation and a specific job orientation. (pp. 171–173)
3. Identify approaches to orientation that managers should avoid, and others that they should take. (pp. 174–175)
4. Explain the purpose of a socialization program. (pp. 175–179)
5. Identify specific socialization strategies and approaches. (pp. 179–182)