
Handout 10-1

Connections Worksheet

Instructions: Read each item below and find someone in this group to whom it applies. Ask that person to sign his or her name on the adjacent line. A person may sign your sheet only one time.

Find someone who . . .

1. has the same first initial as you have. _____
 2. has worked for more than two other companies. _____
 3. grew up in the same town as you did. _____
 4. knows someone who works for the company. _____
 5. lives more than 45 minutes from work. _____
 6. has been told he or she is a good cook. _____
 7. is taking courses or working on a degree. _____
 8. has more than two pets. _____
 9. has lived in more than two states. _____
 10. sleeps less than seven hours a night. _____
 11. enjoys the same type of music as you do. _____
 12. has more than three children. _____
 13. has worked for one of our competitors. _____
 14. was born in the same month as you were. _____
 15. has done volunteer work. _____
 16. is active in a civic or professional organization. _____
 17. plays a musical instrument. _____
 18. is working on a graduate or undergraduate degree. _____
 19. has the same number of siblings as you have. _____
 20. enjoys playing team sports. _____
-

Handout 10-2**At the Movies Participant Instructions**

1. Look around the room at the movie posters and select your three favorite movies. This activity will consist of three rounds of groupings or gatherings. During Round #1, you are to go to the area designated for your first movie choice; Round #2, your second choice; Round #3, your third choice.
 2. There should be no more than seven people in a group; therefore, if the group you choose is full, move to your next choice.
 3. When your groups are formed, follow these instructions:
 - Round #1*
 - ◆ Introduce yourself to your group members by stating your name, where you live, and your position and responsibilities.
 - ◆ Explain briefly why you selected this particular movie as your favorite.
 - Round #2*
 - ◆ Identify something you have in common with the other members in your group. Possible topics might include hobbies, sports activities, family, pets, or job.
 - Round #3*
 - ◆ What is the greatest strength you bring (or contribution you can make) to this organization?
 4. Each round will be eight minutes long. Your facilitator will give a signal when it's time to move to the next group.
-

Handout 10-3

Orientation Bingo! Blank Game Sheet

Handout 10-4

What Do You Know? Worksheet

1. Our organization has _____ locations in _____ states and _____ countries.

 2. We employ approximately _____ employees worldwide.

 3. We have been in business _____ years.

 4. Our corporate colors are _____ .

 5. The CEO of our organization is _____ .

 6. Our company Website is _____ .

 7. The name of our company's newsletter is _____ .

 8. Our best-known (or best-selling) product (or service) is _____ .

 9. Our parent company is _____ .

 10. Our biggest competitor is _____ .
-

Handout 10-5

Our Heritage Worksheet

1. What is our organization's primary philosophy?
 2. How did our organization get started?
 3. What is of greatest importance to our organization?
 4. What is our mission?
 5. What is our vision?
 6. What are we most proud of?
 7. What are our best-known products or services?
-

Handout 10-6

Organizational Scavenger Hunt Search Sheet

Instructions: You are going to search for the following items or information. Where an item is required, collect one as a sample from the designated area. Where information is requested, write the answer on the line provided.

1. A business card from someone in the finance department (*sample*)

 2. The number of "Exit" signs on the second floor _____

 3. A brochure from the marketing department (*sample*)

 4. The location of the systems area _____

 5. A spoon from the cafeteria (*sample*)

 6. The color of the receptionist's dress, blouse, or sweater _____

 7. The number of plants in the executive office waiting area _____

 8. Any form from the human resources department (*sample*)

 9. The color of the window coverings in the customer service area _____

 10. A time card from the payroll department (*sample*)

 11. A statement from any safety poster _____

 12. A colored marker from the training center (*sample*)
-

Handout 10-7**Policies and Procedures Information Search Worksheet**

Instructions: Using your employee handbook and other related material, work with your team to answer the following questions.

1. When are you eligible for sick days? How many sick days do you get?
 2. What constitutes sexual harassment?
 3. What is the policy regarding family and medical leave?
 4. When and where are employees permitted to smoke?
 5. What is the difference between exempt and nonexempt employees?
 6. When can you post for another job in the organization?
 7. What is the standard workweek?
 8. How is overtime handled?
 9. When do you get paid?
 10. What is considered excessive absenteeism?
 11. What situations would warrant automatic discharge?
 12. What is the disciplinary process?
 13. How many paid holidays do you get?
 14. When do you qualify for group life and health benefits?
-

Handout 10-9**Taking the High Road Worksheet**

Instructions: For each of the following scenarios, identify the behavior as ethical or unethical by placing an "E" or a "U" in the second column. Then indicate to which section of the organization's ethics policy the scenario relates.

SCENARIO	E/U	SECTION OF ETHICS POLICY
1. Making personal long-distance telephone calls		
2. Taking pens, paper, and paper clips home for your teenager		
3. Sending an email to your friend to confirm your weekend party plans		
4. Working at night and on weekends for one of the company's competitors		
5. Sharing with friends some personal information about one of your customers		
6. Coming in to work 30 minutes late and not noting it on your time card		
7. Taking your spouse and your client to dinner and charging it all to your expense account		
8. Accepting a set of golf clubs from a vendor		
9. Telling friends and family members about a potential merger between your company and a competitor that you overheard two managers discussing		
10. Promising to deliver a product to a customer by a certain date, even though you know the deadline cannot be met		

Handout 10–10**Whom Do I Contact? Worksheet**

Instructions: For each topic listed below, identify the source(s) you would go to for information or help.

Organization Resources and Sources of Information:

- ◆ Immediate supervisor
- ◆ Benefits administrator
- ◆ Human resources department
- ◆ Payroll department
- ◆ Employee handbook

IF YOU WANTED TO FIND OUT ABOUT...

YOU WOULD GO TO...

- | IF YOU WANTED TO FIND OUT ABOUT... | YOU WOULD GO TO... |
|------------------------------------|--------------------|
| 1. Tuition reimbursement | |
| 2. Time off without pay | |
| 3. Medical coverage | |
| 4. Problem with a co-worker | |
| 5. Leaving work early | |
| 6. Vacation schedule | |
| 7. Getting a raise | |
| 8. Payroll problems | |
| 9. Sick days | |
| 10. Overtime | |
| 11. Dress code | |
| 12. Taking breaks | |

Handout 10-11**Terminology Tournament Study Sheet**

- CC = Client company
 - CPI = Continuous process improvement
 - CPU = Central processing unit
 - CSR = Customer service representative
 - EAP = Employee assistance program
 - ERC = Emergency response center
 - ESP = Enhanced service provider
 - HO = Home office
 - IT = Information technology
 - LAN = Local area network
 - PIP = Performance improvement plan
 - POS = Point of sale
 - QOS = Quality of service
 - RAM = Random access memory
 - SDWT = Self-directed work teams
 - SOP = Standard operating procedures
 - SR = Service request
 - URL = Universal resource locator
-

Handout 10-12**End-of-Program Questionnaire****New Employee Orientation Participant Feedback**

Thank you for participating in this program. Your feedback about the content, class structure, and facilitator(s) is very valuable. Please take a moment and let us know the value of this program to you as a new employee of the organization. Circle the appropriate answer for each question below, and add your comments.

1. To what degree did the facilitator(s) create an atmosphere in which you felt comfortable participating and interacting with others?

HIGH DEGREE MODERATE DEGREE LOW DEGREE NOT AT ALL

Comments :

2. How would you rate the facilitator(s) in terms of ability to communicate the information?

EXCELLENT GOOD FAIR POOR

Comments :

3. To what degree was/were the facilitator(s) responsive to individual questions and concerns?

HIGH DEGREE MODERATE DEGREE LOW DEGREE NOT AT ALL

Comments :

4. How would you rate the learning materials (workbook, visual aids, handouts)?

EXCELLENT GOOD FAIR POOR

Comments :

5. How would you rate the learning activities (get-acquainted activities, discussions, small-group activities, pairs activities)?

EXCELLENT GOOD FAIR POOR

Comments :

Handout 10–12, continued

End-of-Program Questionnaire

6. To what degree will the information learned in the program help you as a new employee?
- HIGH DEGREE MODERATE DEGREE LOW DEGREE NOT AT ALL

Comments :

7. What overall rating would you give this program?

EXCELLENT GOOD FAIR POOR

Comments:

8. What topics should we have spent *more* time discussing?

9. What topics should we have spent *less* time discussing?

10. What suggestions do you have for enhancing this program?
-