



Socializing, Orienting, and Developing Employees

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Introduction



- Ideally, employees who understand and accept the organization's ways will be able to attain their own goals.
- HR helps employees become well adjusted and productive through socialization, training and development programs.



Socialization

- Socialization is the process by which person learn the values, norms and required behaviours which permit that individual to participate as a member of an organization.
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Socialization Process

➡ Socialization process made up of three stages

1. Pre-arrival stage
2. Encounter stage
3. Metamorphosis stage



Pre-arrival Stage

- The socialization process stage recognizes that individuals arrive in the organization with a set of organizational values, attitudes and expectations.





Encounter Stage

- The socialization stage where individual confront the possible contrast between their expectations about jobs, coworkers, supervisors and the organization in general and reality.



Metamorphosis Stage

- Metamorphosis stage is the socialization stage where new employees must work out inconsistencies discovered during the encounter stage.

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- Pre- arrival stage is a stage of “**Expectation**”
 - Encounter stage is a stage of “**reality**”
 - Metamorphosis is a stage of “**acceptance**”

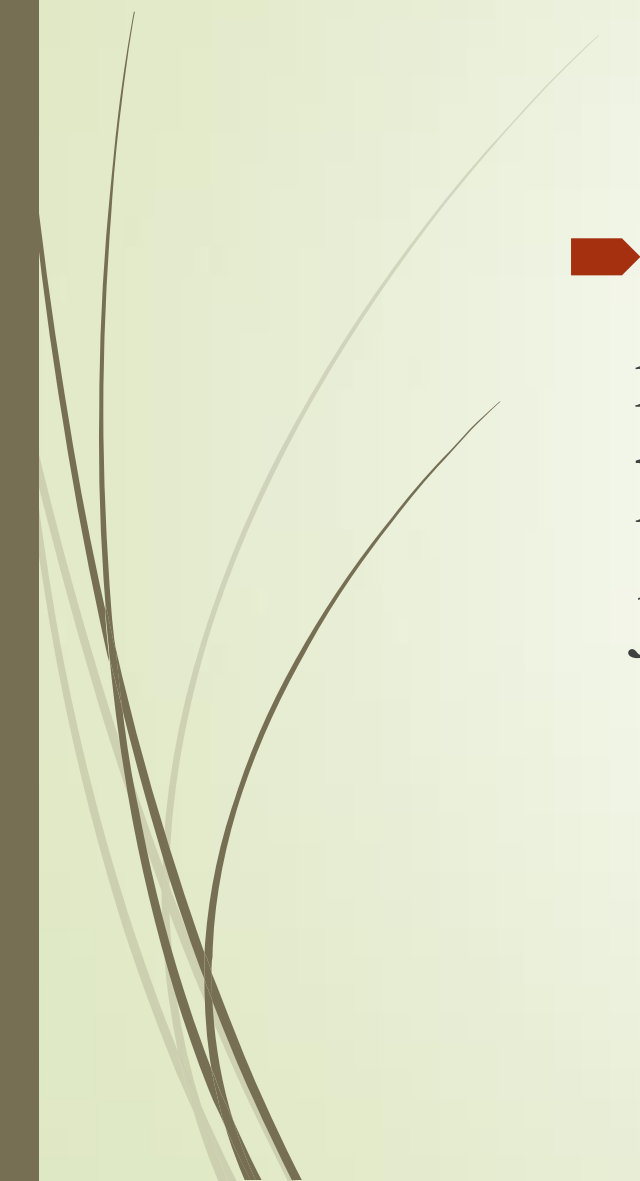


Socialization Approaches

- Realistic job preview
 - Employee Orientation
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Realistic job preview

- Realistic job preview is a process, during recruitment of an employee which clearly highlights all the pros and cons related to the job.
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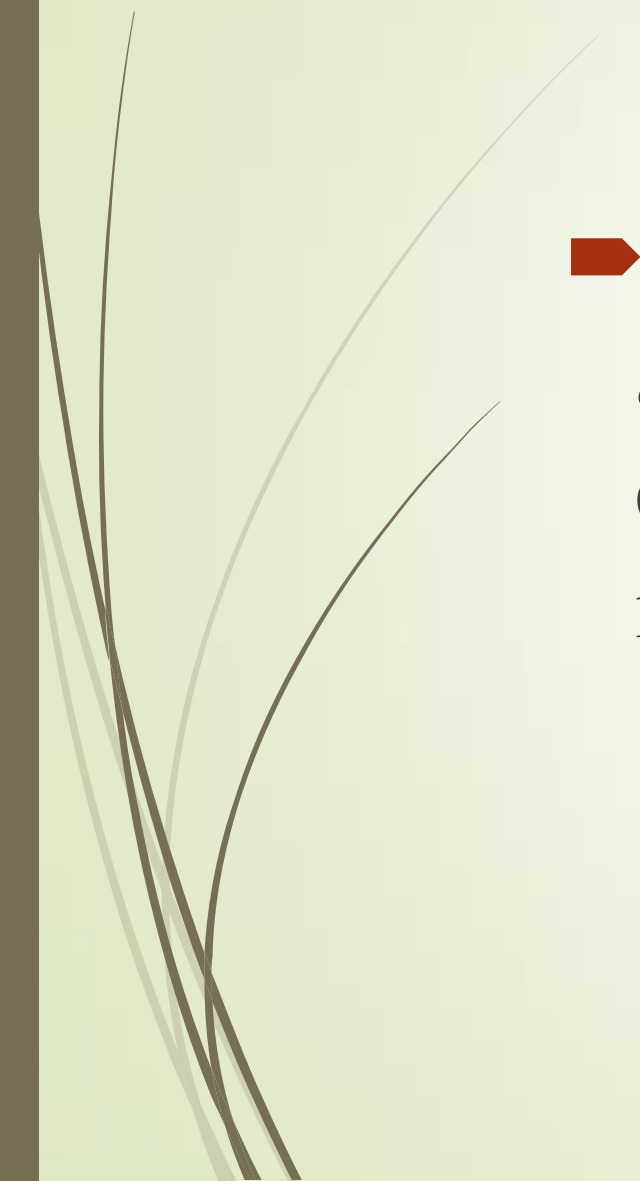
Orientation

Orientation is the planned introduction of new employees to their job, coworkers, and the organization.

The orientation is meant to educate new employees about the goals and responsibilities of the position and company as well as to answer any question about HR, benefits and pay roll information.




Employee Orientation.

- New employee orientation covers the activities involved in introducing a new employee to the organization and to the individuals in his or her work unit.
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Purpose of Orientation

- Activities that introduce new employees to the organization and their work units.
 - May be done by supervisor, HR staff, computer based programs or some combinations.
 - Can be formal or informal, depending on the organization's size.
 - Teaches the organization's culture or system of shared meaning.
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Employee Orientation

Following topics are covered in orientation

- **a. Introduction:** Regarding the organization, supervisor, trainers, and coworkers and to system
- **b. Job Duties:** It provides job related information like, Job location Job tasks Job safety requirements Overview of job, Job objectives Relationship to other jobs



Employee Orientation

- c. **Organizational Issues:** This provides the information about the overall organization it may include; History of employer, organization of employer, name & titles of key executive, employee's titles and departments, layout of physical facilities, probationary period, overview of production process, company policies and rules, disciplinary regulations, employee handbook, safety procedures etc



Employee Orientation

- **d. Employee Benefits:** This part provides the information about the benefits that are offered by the organization like; Pay scales & paydays, vacations rest break, training & education benefits, counseling, housing facilities, insurance benefits, retirement program, employee-provided services for employees.




Employee Training

- Employee training is a learning experience: it seeks a relatively permanent change in employees that improves job performance.
- Training involves changing skills, knowledge, attitudes or behavior.



Employee Development

- Employee development is future oriented training that focuses on employee personal growth.
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What is difference between employee training and employee development

Training

It is a short term process

Helps individuals to learn how to perform his present job satisfactory

Technical Knowledge and skills

Training is result of initiative taken by management

And it is result of outside motivation





Employee Development

Development

It is a long term Process

It prepares individual for future job and growth in all aspects.

Theoretical conceptual knowledge

Result of internal motivation.






Methods of Employee Development

- Job Rotation and job enrichment
- Assistant to positions
- Committee Assignment
- Lecture courses and seminars
- Simulations
- Adventure training




Job Rotation

- Moving employees horizontally or vertically to expand their skills, knowledge or abilities.
 - Job rotation
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Analyzing training needs(assessing Current Employees training Needs)

- Performance Appraisal
- Job related Performance Data(Productivity, absenteeism, late deliveries, customer complaints, product quality)
- Observation by supervisors or other specialists
- Interviews with employee supervisor
- Test of things like job knowledge skills and attendance
- Attitude surveys
- Individual Employee daily diaries
- Assessment center results



Assessing New Employees Training Needs

Task Analysis

Competency Model






Task Analysis


- Task analysis is a detailed study of job to identify the required specific skills, knowledge and abilities. (Job Description & Job Specification)

Competency Model

- A graphic Model that consolidates, usually in one diagram, a precise overview of competencies (knowledge, skills, and behavior) someone need to do a job well.
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Organizational Development

- Organizational development is the process of effecting change in the organization .
 - This change is facilitated through the efforts of a change agent.
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Organization Development

- Focus on to bring change
 - Attitudes and values among organizational members so that they can more readily adapt to and be more effective in achieving the new directions of the organization.
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Analyzing training Needs





Organizational Development Techniques

- Survey feedback
- Process consultation
- Team building
- Intergroup development



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Thank You

