

Starting a New Job: Everyday Dialogues [B1]

Nuovo lavoro, nuova sfida! Tutto quello che ti serve sapere per partire alla grande in questa nuova avventura.

Marc: Hi, I'm here for the onboarding. Laura: Welcome to the group! Did you **manage** to read the employee handbook? Marc: Yes, and I got the welcome package, too. Thank you so much! Laura: Haha, everyone loves the company merchandise! Have you familiarised yourself with the company **policies**? Marc: Yes, I have. There was a lot to go **through**! Laura: I know, but it's important you know them all. Here is a copy of your job description. Marc: Thanks. I got it via email, too. Laura: And here is your login for the intranet. You can change the password to something more personal. Marc: I'll do that as soon as I've settled into my **workstation**. Laura: Excellent. Your co-worker will explain how everything works and your line **manager** will **take you through** the **training** programme. Any questions? Marc: Oh, plenty! But first I'd like to meet my colleagues. Laura: Of course! We have **arranged** a lovely team lunch, so you can get to know each other. Let's go!

NOW LET'S REVIEW THE VOCABULARY!

Onboarding is the process of integrating a new employee into an organisation. An employee handbook is a manual that details the company's **policies**, procedures and values. A welcome package contains materials and information for new employees, to help them feel welcome and comfortable, as they **settle into** their new role. Merchandise refers to **branded** promotional **goods**, like T-shirts, **mugs** and pens. A company policy establishes a set of rules and expectations. Typical **policies** include code of conduct, health & safety, **compensation**, equal opportunities, and **attendance**. A login is a password or code used when **logging in**. An intranet is a private network used within a company to share information and computing **resources** like software and communication **tools**. To **settle into** means to start to feel comfortable in a new situation. A line **manager** is a person who directly **manages** a team or department and its day-to-day

operations. Plenty means more than enough. A team lunch is a **midday meal** with colleagues, where everyone can relax and **strengthen** relationships.

Glossary

- **take you through** = guidare
- **policies** = politica
- **goods** = prodotti
- **tools** = strumenti
- **arranged** = organizzare
- **branded** = di marca
- **logging in** = fare l'accesso
- **midday meal** = pasto di mezzogiorno
- **strengthen** = rafforzare
- **manage** = farcela
- **through** = ripassare, vedere
- **training** = formazione
- **mugs** = tazze
- **attendance** = presenza
- **resources** = risorse
- **workstation** = postazione di lavoro
- **settle into** = adattarsi
- **compensation** = retribuzione