

Orientation Outline

From Executive PeaksWiki

Jump to: [navigation](#), [search](#)

8:30am – Supervisors and managers arrive and set up their stations for employees to sign in at. A few people should be designated to help employees get into the right lines for registration.

9:00am – Orientation begins (end at 11:00am)

- Welcoming of Employees (HR)
 - Welcome to Seven Peaks Waterpark Orientation. Congratulations on becoming a part of our team! We are so glad to have each of you. Please listen and watch attentively and keep talking to a minimum. We will start with Management introductions. Thank you and enjoy!
- Management Introductions
 - HR Specialist introduces Park Director
 - Park Director introduces General Manager
 - General Manager introduces Executive Organization Coordinator
 - Executive Organization Coordinator introduces Executive Product Coordinator
 - Executive Product Coordinator introduces Executive Project Coordinator (Facilities Director)
 - Executive Project Coordinator introduces Office Coordinator Specialist
 - Office Coordinator Specialist introduces IT Specialist
 - IT Specialist introduces HR Specialist
 - HR Specialist introduces Point of Sale Specialist
 - Point of Sale Specialist introduces Maintenance Specialist
 - Maintenance Specialist introduces Maintenance Manager
 - Maintenance Manager introduces Guest Interaction Manager
 - Guest Interaction Manager introduces Food Services Manager
 - Food Services Manager Introduces Groups & Retail Sales Manager
 - Groups & Retail Sales Manager introduces Park Service Manager
 - Park Service Manager introduces Security Manager
 - Security Manager introduces Cash Control Manager
 - Cash Control Manager introduces Aquatics Director
 - Aquatics Director introduces all supervisors and mentions supervisors/managers that couldn't make it, and introduces next topic: "And now _____ from Food Services will be giving the presentation on the Rules of Conduct."
- PowerPoint Presentation on Rules of Conduct – Food Services
- The supervisors should give this presentation with the manager's help.
- "And now _____ from Aquatics will be giving the presentation on Employee Badges and Clocking In and Out."
- Presentation and Skit on Employee Badges and Clocking In and Out – Aquatics
 - The supervisors should be giving this presentation with the manager's help.

- Please explain the process thoroughly. Explain how to clock in and out, time change forms, penalties, etc.
 - “And now we will have a skit about the dress code at Seven Peaks.”
- Dress Code Skit – all departments under Guest Interaction Manager direction
 - This should be fun to watch and should show examples of lots of uniform violations, such as un-tucked shirts, rolled sleeves, whistles tied to tank tops, wrong kinds of pants, tied up shirts, bobby pins on tank tops, etc. in contrast to employees wearing the proper uniforms.
 - “And now we will have the Executive Team and Security present on Employee and Guest Safety.”
- Sun Safety, Worker’s Comp, Injuries at the Park – Executive Team
- Sex Offenders – Security
 - “And now _____ will give the presentation on Personal Conduct.”
- Power Point Presentation on Personal Conduct – IT
 - “And now the Executive Product Coordinator will give a presentation on Customer Service.”
- Customer Service – Executive Product Coordinator
 - “And now _____ will present our Employee Benefits.”
- PowerPoint Presentation on Employee Benefits – Groups & Retail Sales
 - “And now _____ from Aquatics will be asking some review questions over what has been presented today. Hope you’ve been listening!”
- Questions/Review – Aquatics
 - Come up with a list of questions (there is a list of questions in the HR manual, as well) that cover important topics of the presentations. You can present these questions in any way you like.
 - Make the review fun. Get as many people involved as you can.
 - Give out candy (get petty cash) as a reward for right answers.
 - “Thanks for paying attention! Enjoy this slide show presentation.”
- New Employee Slide Show – Maintenance & Park Service
 - Take this and run with it – you have freedom. Try to include everyone in the slide show. Our goal is to make all departments feel unified.
- Closing and Reminders – HR
 - Thanks for coming. Don’t forget about employee check-in (state times that each department should be coming).
 - On your first paycheck, double check that the address is correct. IF it is not, correct it with your supervisor and have them turn it into me.
 - If you are in the Food Services Department, you must have your food handler’s permit by your first day of work. If it is not complete you will not be able to work.
 - Be sure and turn in the back page of the Employee Handbook – signed and dated.
 - Thank you for coming and we will see you at Employee Check-in!

Retrieved from "http://10.1.2.205/execkb/w/index.php/Orientation_Outline"