

LEARNING LANE



ORIENTATION & ONBOARDING

Learning about the context of the Company's business and being introduced to the organization and its people

The Employee's Role

As a new employee:

- Utilize social links to resources to learn about the company's customers, products, services, and focus
- Actively seek out information on the Company to learn from customers, peers and managers about the needs, issues and opportunities

As a co-worker:

- Be accessible to provide information and knowledge to new employees to fast-track their learning about the company
- Act as a role model to demonstrate Aliant values and behaviours

The Manager's Role

- Model the Company's values in everything you do so new employees learn how to behave in their new environment
- Introduce new employees to appropriate people in a timely manner
- Establish a learning partner for each new employee
- Clearly explain the business strategy and where the employee fits
- Create a learning plan for new employees to ensure that their orientation to the company is not short circuited by "day-to-day" activities

Equipping for the learning Journey

Orientation & Onboarding:

- Provides new employees with complete and uniform information about the company, organization, mission, vision and values
- Onboarding is the longer term process of enabling employees to be functional as soon as possible

Key components:

- Manager guides in-processing, form-filling, review of benefits, compensation, policies and procedures, as well as health and safety instruction
- Manager introduces new employee to other team members
- Manager explains business strategy, goals and objectives, employee's place in team

Links to more information:

- Orientation check lists will be hyperlinked to the LEARNING LANE