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Today's topic



AVOID BORI-ENTATION



The Purposes of Orientation

1. Reduce start-up costs.
2. Reduce anxiety.
 - Ease personal, social and emotional transition and adjustment period to the new culture.
3. Reduce employee turn-over.
4. Save time for supervisor and co-workers.
5. Help caregiver define their new professional role.
6. To provide a framework of expectations in your new position.
7. Develop realistic job expectations, positive attitudes, and job satisfactions.
8. Meet licensing rule 7.702.33 Pre-service Training

Why Does Orientation Fail?



In small groups, create your list on chart paper.

Orientation was not planned.

Employee does not feel welcome.

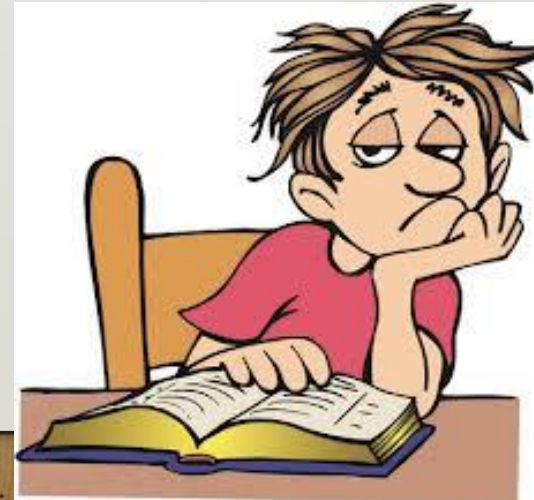
Employee not notified of job requirements.

Employee overwhelmed by facts, figures, names, faces and boring videos.

Lengthy lectures.

Failing to prepare for the new hire.

Just plan boring!



Ideas for Welcoming New Staff Before They Start

Goodie bag

Inform other staff about their arrival

Personalize, label mailbox, locker/personal space, classroom door, etc.

Write a welcome letter, mail prior to start. Include where to park, what to wear and start time.

Stay in touch during their transition from old position to new position.
Prep their work space.



Ideas for Welcoming New Staff on Their First Day

Offer a welcoming gesture. (i.e. post welcome notes all around the center, make a card and give flowers or treat bag.

Make sure someone is available to greet them.

Take them out to lunch.

- Staff potluck

Everyone wears a name tag.



What do new employees need to know?

Make a list using the handout titled...

What do new employees need to know?

Feel free to utilize the resources on your tables.

- Program Administration Scale
- Early Childhood Administrator and Educator Competencies page.
- Childcare Licensing Rules and Regulations



Did you consider adding...

Effective September 2016 Pre-service Training Requirements

Cut and paste from Rule and Regulations (Handout)

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Rules-and-Regulations&lang=en

The screenshot displays the website for the Colorado Office of Early Childhood, part of the Department of Human Services. The page is titled "RULES AND REGULATIONS" and features a sidebar menu on the left with categories such as "CHILD CARE LICENSING AND ADMINISTRATION", "BACKGROUND CHECKS", "COLORADO CHILD CARE ASSISTANCE PROGRAM", "HEALTH AND SAFETY REQUIREMENTS", "LEGAL EXEMPTION FROM CHILD CARE LICENSING", "PROFESSIONAL CERTIFICATIONS", "QUALITY INITIATIVES", "RULES AND REGULATIONS", and "SUPPORT, RESOURCES AND...". The main content area lists four items under "RULES AND REGULATIONS": "Colorado Child Care Regulations", "Printer-friendly Rules Regulating Child Care Facilities", "Administrative Guides for Rules Regulating Child Care Facilities", and "Interpretive Memorandums". At the bottom, there is a contact information section for the Child Care Licensing & Administration Unit, including the address: "Child Care Licensing and Administration, Division of Early Care and Learning, CDHS, 1575 Sherman Street, 1st Floor".

ORIENTATION TRAININGS ON PDIS



Pre-Service & Orientation Training

Administration of Medication
(Info only)



Pre-Service & Orientation Training

Building and Physical
Premises Safety (Info only)



Pre-Service & Orientation Training


CPR and First Aid
Certification (Info only)



Pre-Service & Orientation Training

Disaster Preparedness and
Emergency Response (Info
only)


ORIENTATIONS IN PDIS THAT YOU CAN TAKE



**Pre-Service &
Orientation Training**

**Introduction to First Aid and
CPR**

[Get Item](#)



**Pre-Service &
Orientation Training**

**Child Care and Preschool
Immunization Course**

[Get Item](#)



Ways Orientation is used in The Colorado Shines Point Structure Guide for Centers

Family Partnerships

2.9	Family members act in leadership positions on program and/or advisory boards and are provided with a training and/or orientation on their role.	2
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For example you could put this orientation as a goal in your QIP and connect to 3.1 AND Also have this in your orientation for your staff.





**COLORADO
SHINES**
START EARLY
START STRONG
QUALITY EARLY LEARNING

Leadership, Management, and Administration

3.1

The Program has developed a continuous quality improvement plan that is updated annually, shared with staff, families, and stakeholders, with documented goals, timelines, and outcomes.

3

You can list all the different orientations you currently do or plan to do in your QIP and have them as goals.



**COLORADO
SHINES**

**START EARLY
START STRONG
QUALITY EARLY LEARNING**

3.2

The program has a written code of professional conduct. Staff is trained annually on the code of conduct.

1

This can be apart of your orientation.

3.3	The program conducts monthly staff meetings.	2
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3.4	The program implements a salary scale based on education, experience and job performance.	2
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3.5	Staff has an annual performance evaluation, which includes at least one classroom observation by their supervisor and a staff self-evaluation. The staff evaluation also informs the individual professional development plan.	2
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3.6	Lead teachers in each classroom are provided with a least an hour of paid planning time per week.	1
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These can be apart of your orientation.

3.7	All teaching staff are provided with paid planning time per week	2
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COLORADO SHINES
 START EARLY
 START STRONG
 QUALITY EARLY LEARNING

3.8	Non-administrative personnel participate in decision-making for hiring, curriculum development, program goal-setting and/or annual planning	2
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3.10	<p>The program offers full-time staff a compensation package with benefit options (1 point for each option up to 7 points):</p> <ul style="list-style-type: none"> • Paid holidays • Paid time off (sick, vacation, personal) • Health and Dental insurance • Life Insurance • Disability Insurance • Retirement Plan • Employee Child Discount 	7
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Of course don't forget the obvious for orientation.

Be sure to let new staff know you are apart of ...

COLORADO SHINES

and what that means for your program.

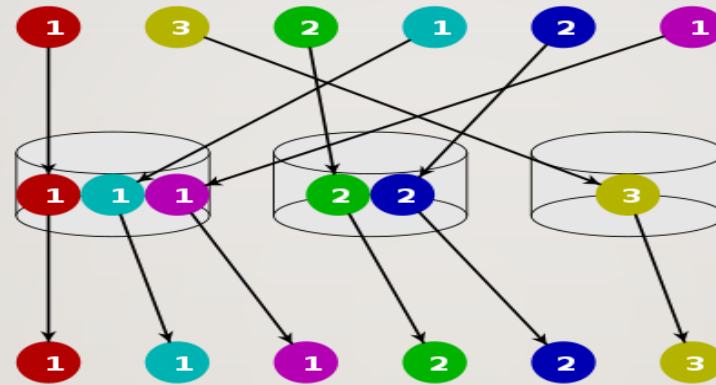
Window of Opportunity



Never again will an employee be as open to suggestions and receptive to your feedback as in those first few days and weeks on the job.

~Unknown

Now, lets take this overwhelming amount of info and sort it into 3 Phases





Creating Your Orientation Plan (3 Phases)


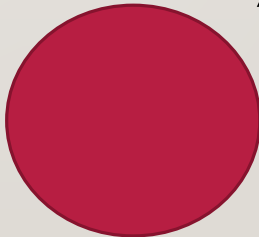
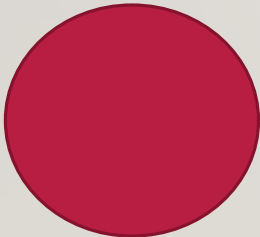
Take your list titled...

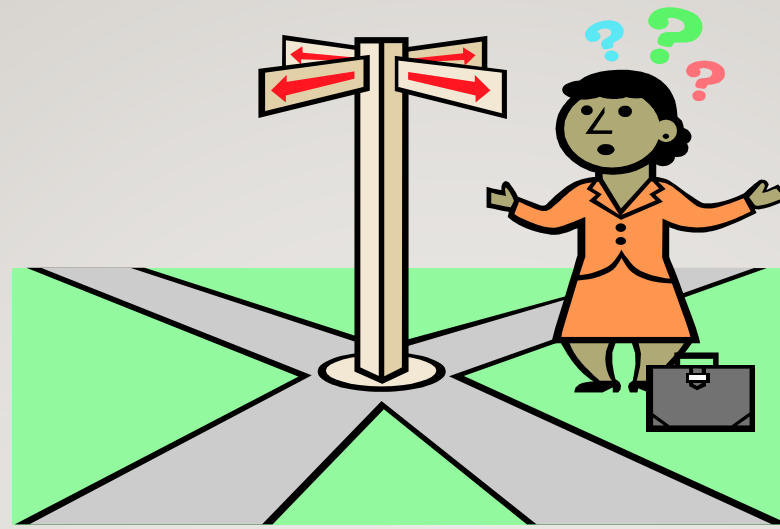


What do new employees need to know?

Circle the items you would like to share on **day one**.

Remember you will have 3 phases. Only think about the items a new employee needs to know on day one.





One thing worse than training employees and losing them,
is not training them and keeping them.

~Zig Ziglar






Creating Your Orientation Plan (3 Phases)

Take your list titled...




Day Two- Phase One:

Place a check mark the items you would like to share on **day two**.



Remember you will have 3 phases. Only think about the items a new employee needs to know on day two.



Good teachers are costly, but bad teachers cost more.

~Bob Talbert



Creating Your Orientation Plan (3 Phases)



Take your list titled...



Day Three- Phase One:

Place a star the items you would like to share on **day three**.



Remember you will have 3 phases. Only think about the items a new employee needs to know on day three.



We have provided a template for creating
your 3 phase plan.



Ideas for making orientation interesting, hands-on and engaging

Create a scavenger hunt game.

- Have the new hire find risk management posters, art supplies, posted evacuation plan/route posters, teacher resource books, first-aid kits etc.
- **Create a Jeopardy game for program policies.**
- **Category-** Health and Safety.
- **Answer...** 20 seconds is the recommended amount of scrub time to meet best practice for this hygiene procedure?
- **Response:** What is hand washing?



Ideas for making orientation interesting, hands-on and engaging

Create a licensing violation game using photos.

- What is wrong in this picture?

Cots are NOT 2 feet apart and there are items hanging from the ceiling over the cribs.



Ideas for making orientation interesting, hands-on and engaging

Create a staff photo **match game** (staff bios to faces).



Be sure to include...

Six Perceptual Modalities (**Preferred Learning Styles**) Of Adults:

1) **Visual.**

- Visual learners need to **see** simple, easy-to-process diagrams or the written word.

2) **Auditory**

- Auditory learners need to **hear** something so that it can be processed. ...

3) **Print**

- Print learners process information by **writing it down**. They take a lot of notes, notes that they may never look at again.



4) **Tactile**

- Tactile learners **need to do something** in order to learn it. They are likely to avoid written instructions and dive right into a hands-on attempt to work it out.

5) **Interactive**

- Interactive learners **need to discuss** learning concepts. Breakout discussions and Q&A formats support this type of learning.

6) **Kinesthetic**

- Kinesthetic **learners learn through movement**. Training exercises and role plays help. Giving people the flexibility to stand and move about the classroom also helps these learners.





Creating your plan for days 4 and 5

Consider sending the new teacher to spend some **time observing** in the classroom.

Consider having the new teacher support the classroom **WITHOUT being counted in the ratio.**

Consider having a new hire **create questions ask other teachers** based on identified strengths. (walking and talking best practice journey)



After Week One

Phase Two

After week one follow-up by...

- Re-addressing the questions documented by the new hire on days one, two and three.
- Allow time for a Q & A session.
- Schedule monthly mentoring check-ins (with their assigned mentor) and ensure director/admin follow-up.

What will you plan for Phase Two?



First Month-Phase Three

During the first month of employment make time to **observe and document** your new hires **work performance**.

- This is your opportunity to build relationship, offer praise/encouragement and positive corrective feedback. You also have the chance to check-in and gain a sense of your new hires understanding of the info given during orientation.

After month one follow-up by addressing questions. Allow time for a **second Q & A session**. **Check-in** with the new hire on a **regular basis** and **set a date for a meeting** to be conducted at **end of probationary period**.



Be sure to design a recruitment plan so you are always prepared when turnover occurs.



When you can't afford to hire the best, hire those who are going to be the best, then....

- Believe** in them- that will encourage risk.
- Show** them- that will encourage respect.
- Love** them- that will strengthen relationships.
- Know** them- that will personalize development.
- Teach** them- that will enhance growth.
- Trust** them- that will develop loyalty.
- Expand** them- that will provide challenges.
- Lift** them- that will ensure results.



~Anonymous



Alisha Mullins
Nicole Gonzales
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