

civil treatment® ORIENTATION

New Employee Training



module overview

CT® ORIENTATION

Purpose:

This program helps organizations communicate their expectations for maintaining a civil, productive work environment to new employees. Designed to accompany an organization's new employee orientation process, the 20-minute program covers a range of topics that are necessary for new hires. Using a set of behavioral guidelines called the Conduct Guidelines as its foundation, the program focuses on several key areas of discussion, including the following:

- A manager's Duty to Act
- Standards regarding appropriate behavior in the workplace
- Individual roles and responsibilities for maintaining a civil work environment

It also allows organizations to incorporate company-specific materials, such as an employee handbook and/or other orientation materials, into the program's facilitation.

Objectives:

By participating in the CT® orientation program, employees should be able to do the following:

- Explain the organization's commitment to a civil workplace.
- Provide expectations regarding new employee behavior.
- Highlight options for employees to go for help should they have concerns, issues, or problems.

Learning Points:

- Introduction to Civil Treatment® concepts
- Overview of the organization's behavior standards
- Explanation of roles and responsibilities within the workplace
- Manager's Duty to Act
- Relevant policies that address standards of behavior
- Contact information

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