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## Onboarding New Employees

As the economy recovers and we look to reopen positions that have been vacant for a period of time, many organizations are taking a second look at their onboarding process and retooling it to become more efficient and reflect the changing business conditions. Beyond the initial first steps in onboarding employees, we have some tips for what organizations should consider as they start their retooling process. These tips address some of the common gaps that occur after the formal orientation is over and the informal orientation begins.

1. The person currently fulfilling the duties while the actual position has been vacant needs to be reassured that the organization is expanding and the filling of the position is not a negative reflection of their performance.
2. The new employee coming in should be given ample time to understand the culture as well as the position in order to be successful. Even a new employee who is perceived to possess the ability to hit the ground running will not have a full appreciation for the organizational culture on day 2.
3. Don't depend too much on the initial orientation. There are other portions of the business to which a new employee needs to be introduced in order to be successful. This includes day-to-day details which a manager may not have considered.

Onboarding, even in the most challenging of times, can be successful if the onboarding process changes with the organization as it grows. As a leader, try to stay open minded about your onboarding process and stay away from being married to any particular concept. Integrating new ideas can be a great way to demonstrate your flexibility.

## Webinars

We are now offering a full range of webinars each month that focus on developing leadership skills, and the great part is you do not have to leave your office! Please visit the [webinars page](#) of our website for a full list of classes, dates & times.

## e-Learning Classes

If you do not have time to attend a conventional training session but still want to enhance your skill set, attend one of our e-Learning sessions. These sessions are available when you are...24/7. Please visit [our eLearning page](#) for a complete list of available classes.

## Featured Course

Each month we will highlight one of our classes to provide insight on what we offer both online and in the classroom. This month we are focusing on attendance.

While attendance may have improved during the economic downturn, some employees may still find attendance a challenge. If you are a manager or you have a manager in your direct reporting relationship line that has discussed

+ Attendance to the Rescue

Visit [our e-learning page](#) to learn more and register today.

## Website

Please visit our website at <http://www.following2leading.com> for the latest information on moving *From Following to Leading and Beyond*™

If you would like to schedule an in-house workshop please send your request to: [inquiries@following2leading.com](mailto:inquiries@following2leading.com)

attendance with a particular employee a number of times and you are looking for a new approach to reach out, we have just the class for you!

Attendance to the Rescue is a class available through our online site that allows employees with attendance issues an opportunity to hear how their attendance is impacting the rest of the organization and challenges them to take the appropriate steps to correct their actions.

## Coming Soon!

We will be participating in the [National Community Education Association Conference](#) November 19-22 in Phoenix, Arizona. Come join us at the [Renaissance Glendale Hotel & Spa](#). Mention this newsletter at our booth for a free gift!

We are working our way up the Leadership Pyramid with the next in our series of books. Keep an eye out for the release date soon!

## Follow Our Discussions

