**Training Station Orientation Project**

*Everyone has something to say about where they work, but we often don’t have time to share our information. This is your chance to show us what you know about your training station.*

**Directions:** You are to complete this packet of information by conducting interviews with employers and/or co-workers. If you have an employee training manual, you may use it as a source. You may need to get some information from your company’s website.

In addition to the packet, you will include a minimum of 12 digital photos in your presentation. You may bring the pictures to class on a flash drive, a memory card, or CD to import into your project. (Note: Always follow your employer’s policies about media and confidentiality.) All information will be compiled to prepare a multi-media presentation that will be shown to the class when you present your project.

**You will be graded on:**

* Completion of the packet
* Multi-media presentation
* Use of pictures (as specified)
* Professionalism during presentation, including professional dress \*\*Bonus credit will be given if your employer attends your presentation!

**Presentation must have:**

* Name and logo of company
* Floor Plan
* Policies and Procedures
* History of the company
* Supervisor’s (or owner’s) previous experience
* Site of company (including number of employees)
* Organizational chart
* Miscellaneous supplemental information
* Photos (either interspersed within or at the end of the presentation)
* If you were in charge, explain:
  + 3 things you like about the training station
  + 2 things you would change
  + 1 thing you have learned that will help you in your career choice

This project is due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Layout Format:**

1. Student’s name
2. Company’s name, address
3. Type of company
4. In a minimum of 75 words (typed and turned in separately), state what your first day on the job was like.
5. Procedures for reporting to work
6. Procedures for calling in sick or calling in late
7. Procedures for asking for time off
8. What types of benefits are available
9. Length of time manager/owner has been with company
10. What prior training did manager/owner have?
11. What type of education is needed for a managerial position with the company?
12. Procedure for handling cash or legal documents (beginning and ending shifts), OR
13. Procedure for accessing or handling clients’ files
14. Names of competitors and their locations
15. Organizational chart
16. Floor plan
17. Names of vendors and suppliers
18. Procedures for handling returns, issuing credit, keeping clientele happy
19. What types of jobs/careers will your current training station prepare you for?
20. What is the procedure for handling theft (by employees or clientele)?
21. What is the strangest thing that has happened to you on the job?