

# Start Right – Stay Right Orientation Basics

Services	Deliverables
<ul style="list-style-type: none"><li>Start Right – Stay Right Orientation Basics</li></ul>	<ul style="list-style-type: none"><li>2-4 Hour workshops for up to 15 participants.</li></ul>

## Start Right – Stay Right Orientation Basics

There are two areas which determine job success – (1) an employee's technical skills and abilities; and (2) an employee's conduct and attitude-related behaviors on the job. AKA's Start Right...Stay Right: Orientation Basics© training is designed to help employees succeed in the second area. AKA's trainer help participants understand the attitudes and behaviors that contribute to job success and satisfaction. During the training sessions, activities are used to help participants connect the workshop topics to their daily efforts on their jobs.

*"Orientation to get started on the right path and succeed all the way to the finish line"*



## Workshop I Topics

**You and Your Mindset** – Participants learn how to develop the type of mindset that will help them succeed in the workplace by taking responsibility, committing to continuous learning, being patient with others, appreciating opportunity and staying safe.

**You and Your Co-Workers** – Participants learn how to build effective relationships with their co-workers by being team players, being considerate, giving and earning respect and avoiding negative behavior.

## Workshop II Topics

**You and Your Supervisor or Manager** – Participants learn how to support their supervisors/managers by exceeding expectations, keeping commitments, keeping the boss informed and finding ways to increase revenues or reduce costs.

**You and the Organization** – Participants learn how to help the organization succeed by focusing on customers, following rules, adapting to and accepting change, and performing with ethics and integrity.

In both workshops, the AKA trainers will deliver the following learning activities and tools.

- Lecture with overheads
- Exercises to reinforce learning
- Workbooks for participants
- Discussion and interaction
- Questions and answers

