

NEW EMPLOYEE INDUCTION TRAINING COURSE TEACHING GUIDE GUIDANCE FORM

New Employee Orientation Course

course	training content	Lecturer	Teaching form
Company Overview	Company history		
	The company's philosophy, purpose, culture		
	The company's organizational structure, goals and vision		
	Introduction of each store and each department		
	Management introduction		
Industry basic knowledge	Definition and Development of Service Industry		
	Definition and development of foot massage industry		
	Benefits of foot bath		
Work Ethics and Attitude	The meaning of professional ethics		
	Code of Professional Ethics in the Service Industry		
	16 professional attitudes		
professional awareness	Guest Awareness--Guest First		
	Service Awareness--Quality Service		
	Quality awareness--details determine success or failure, 100-1=0		
	Institutional Consciousness -- Obedience Consciousness		
	Team awareness--department, post collaboration		
	Cost awareness--ownership awareness, saving, self-awareness		
	Integrity awareness--professional ethics		
	Marketing Awareness--All Staff Marketing		
	Clean awareness - everyone is a cleaner		
etiquette and manners	Definition and meaning of polite etiquette		
	Service quality and politeness		
	Reception Service Etiquette		
	body shape training		
rules and regulations	rules and regulations		
	Employee Handbook, Work Instructions		
Fire Safety	The Importance of Fire Safety		
	customer safety		
	Use of fire exits and fire extinguishers		

Induction Training Template

Richard Skiba

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Table of Contents Induction Training Template

1. Understanding the eBook Induction Training Template
 - The Rise of Digital Reading Induction Training Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Induction Training Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Induction Training Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Induction Training Template

- Personalized Recommendations
- Induction Training Template User Reviews and Ratings
- Induction Training Template and Bestseller Lists
- 5. Accessing Induction Training Template Free and Paid eBooks
 - Induction Training Template Public Domain eBooks
 - Induction Training Template eBook Subscription Services
 - Induction Training Template Budget-Friendly Options
- 6. Navigating Induction Training Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Induction Training Template Compatibility with Devices
 - Induction Training Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Induction Training Template
 - Highlighting and Note-Taking Induction Training Template
 - Interactive Elements Induction Training Template
- 8. Staying Engaged with Induction Training Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Induction Training Template
- 9. Balancing eBooks and Physical Books Induction Training Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Induction Training Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Induction Training Template
 - Setting Reading Goals Induction Training Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Induction Training Template

- Fact-Checking eBook Content of Induction Training Template
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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