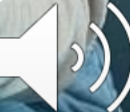


New Employee Training and Development



A note before beginning ...



This presentation contains audio. To listen, utilize presentation mode (Function + F5 or click the Slide Show button). Then click next slide to begin.



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Part 1:

Employment

Department & Employee



Department
Neonatal Intensive
Care Unit



**Employee Being
Trained by
Human Resources**
Newly Hired
Pediatrician



New Hire Training

- 1) Orientation to Familiarize to Hospital
- 2) Meet Other Staff
- 3) Familiarize with Compliance
- 4) Observe Others

Reference
(AAP, 2021)

Reference
(Barfield et al., 2017)



A photograph of three business professionals in an office setting. Two men and one woman are gathered around a laptop. The man on the left is wearing glasses and a light blue shirt. The man in the middle is wearing a dark blue shirt. The woman on the right is wearing a light blue shirt and has curly hair. They are all looking at the laptop screen. The image is partially covered by a blue gradient overlay.

Upskilling Techniques

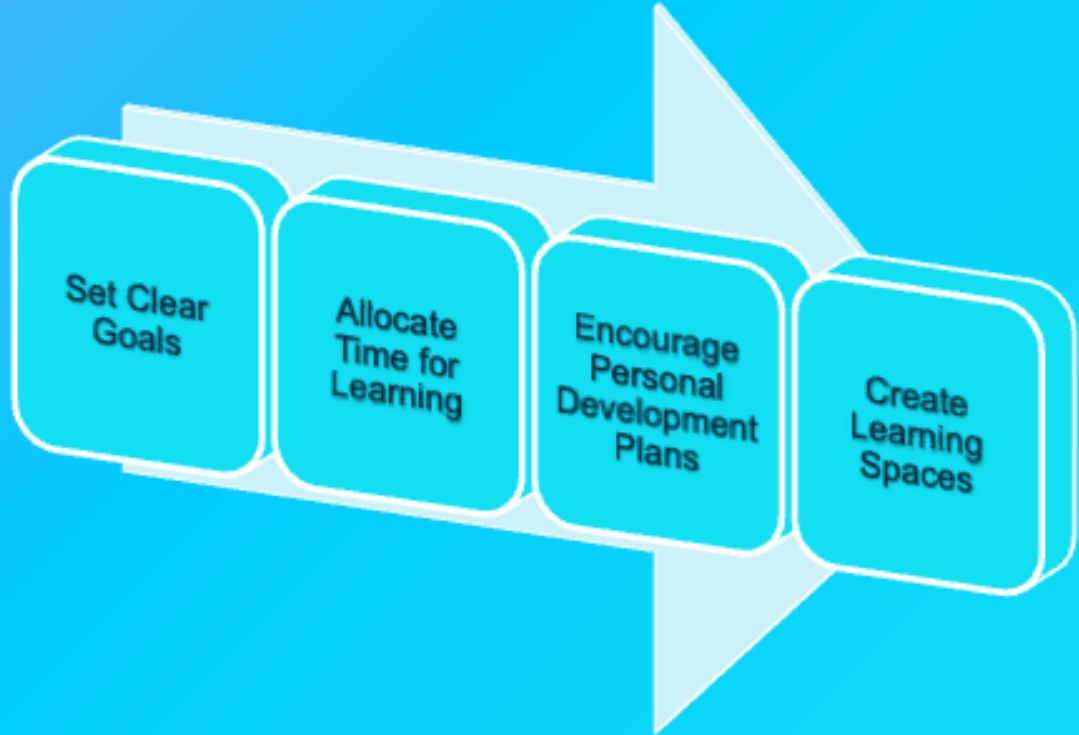
Upskilling Techniques



Definition:
Upskilling

To provide an employee with advanced skills through additional education and training to perform their role and/or function while on-the-job.

Reference
(Merriam-Webster, n.d.)



Reference
(Howard, 2023)





Essential Learning Elements

Crucial components necessary for achieving effective training outcomes. These elements ensure the new employees gain skills, knowledge, and competencies needed to perform their jobs effectively.



Essential Learning Elements

Developing the Training Structure



Introduce Organizational Mission and Values

- **Identify organizational goals**
- **Explain Culture**



Define the Employees Role in the Organization

- **Key job functions**
- **Areas of responsibility**



Organizational Chart

- **Introduce key employees in the organization**
- **Outline chain of command**



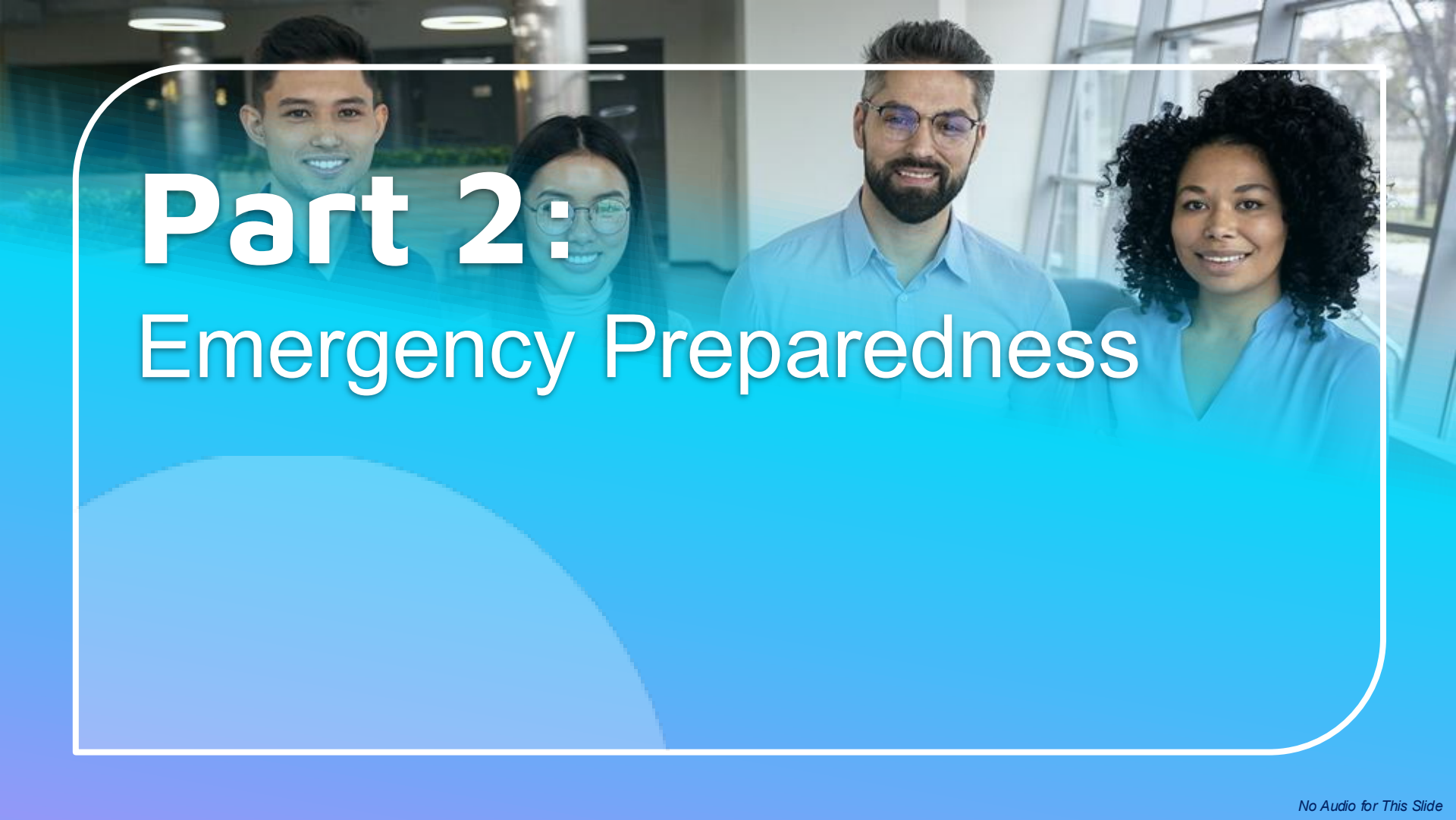
Onboarding

- **Provide necessary access**
- **Ensure completion of required elements**



Essential Learning Elements *continued*





Part 2:

Emergency Preparedness

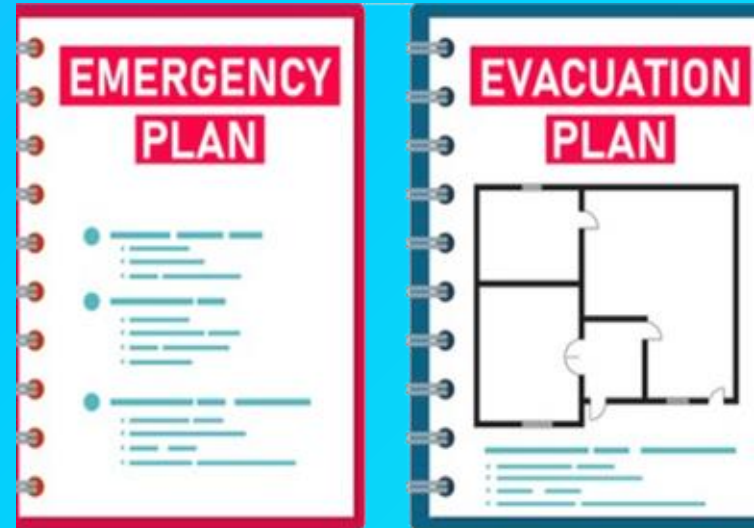
Emergency Training Importance

- Developing an Emergency Plan
 - An understanding of what can happen
 - Documented available resources
 - Provides guidance for decision making

“Plans should define the most appropriate protective action

for each hazard to ensure the safety of employees and others within the building.”

- OSHA 2020



References

(OSHA, 2020 | Dwyer, 2018 | Joint Commission, 2021 | AHA, 2021)



Emergency Training Importance

- Enhances safety and preparedness
 - Quicker response
 - Reduce risk
- Enhances response efficiency
 - Confidently respond
 - Minimizing confusion
- Promotes culture safety

References

(Hom et al., 2024 | Russin & Mottel, 2024 | Dwyer, 2018)





Environmental Disaster

- Understanding Emergency Preparedness Plans
- Conducting Safety
- How to utilize Personal Protective Equipment (PPE)
- Maintaining effective Communication



What to do if a tornado strikes?



Emergency Action Plan

Develop and Communicate an
Emergency Action Plan



Safety Shelters

Have Designated Safety
Shelters Identified



Communication Protocol

Establish a Communication
Protocol to Follow



Conduct Drills

Conduct Safety Refresher
Training and Drills



Emergency Supplies

Have a Stock of Emergency
Supplies in Place

References

(Russin & Mottel, 2024 | NWS, 2021 | Horn et al., 2024))



Strategies



Strategies

01

**Avoidance /
Preparation**

1. Organizational Policy
2. Early Warning Systems
3. Regular Drills and Simulation

02

Mitigation

1. Training and Education
2. Risk Assessment and Analysis
3. Infrastructure Improvement

References

(Russin & Mottel, 2024 | Horn et al., 2024))



Strategies *continued*

03

Containment

1. Incident Response Team
2. Stakeholder Communication
3. Isolation Protocols
4. Resource Allocation

04

Recovery

1. Develop Critical (COOP) / Continuity of Operations Plan
2. Data Recovery & Restoration
3. Post-Event Analysis
4. Staff Support Systems

References

(Allaire et al., 2015 | Goel et al., 2024 | Fransler & Daugman, 2014 | Ying He et al., 2022 | Liukka et al., 2020)



Strategies *continued*

05

Emergency Action Plans (EAPs)

1. Establish chain of command
2. Designate a command center
3. Ensure dependable communication
4. Draft messages to targeted audiences
5. Define staff roles and patient protocols



Training Techniques



Training Techniques

Let's explore a few training techniques for emergency preparedness in hospitals:

01

Simulation-based Training

A crucial part of emergency preparedness. It involves using real-life scenarios to replicate emergency situations. E.g., CPR training

02

Tabletop Exercises

A proactive way to test our emergency plans. They involve what-if scenarios to test contingency plans. E.g., COVID-19 isolation, processes, procedures

References

(Luban, 2006), (Miller & Associates, 2008)



Training Techniques *(Continued)*

03

Drills

Emergency procedures in a controlled environment. Allows hospital staff to rehearse their roles, identify potential issues, and refine their responses. E.g., Code White drills

04

Online Learning

A key tool in keeping staff up-to-date. Online platforms can be used to deliver training and education on emergency preparedness. E.g., IV infiltration process

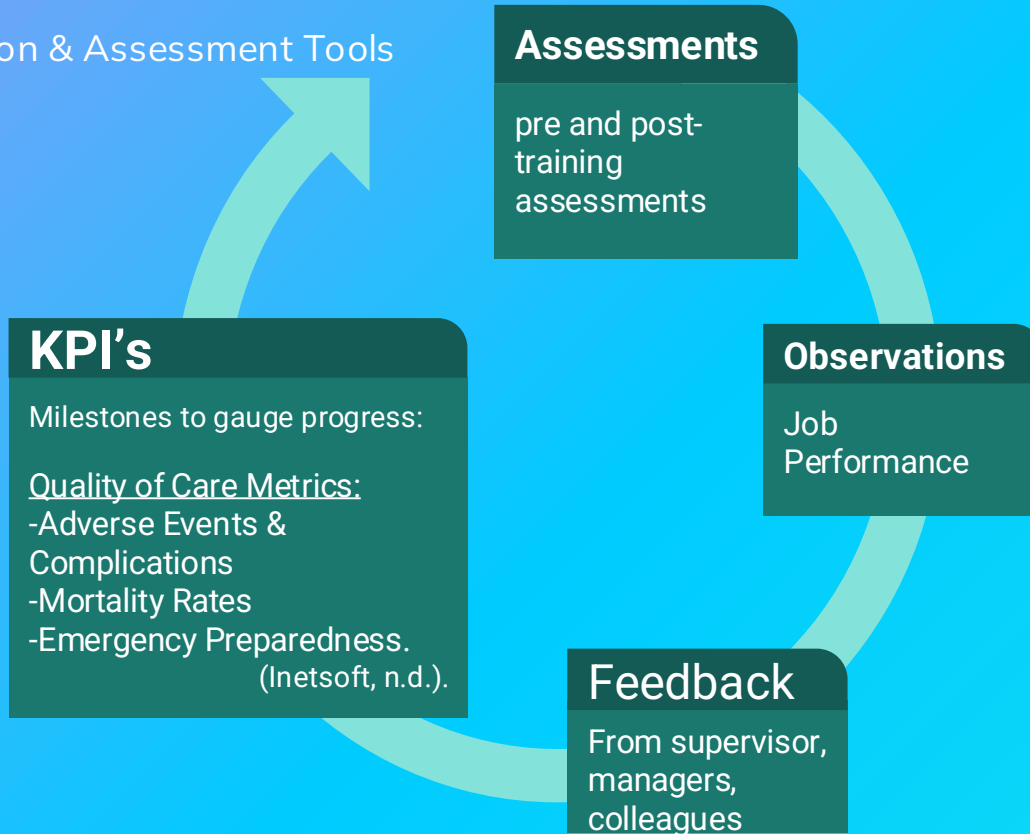


Training Effectiveness



Training Effectiveness

Evaluation & Assessment Tools



References

(Sikandar et al., 2023), (Luband, 2006), (Inetsoft, n.d.)



Evaluation Tool Matrix

EVALUATION TOOL	EXAMPLES	MODES OF DELIVERY	WHEN DOES EVALUATION OCCUR
QUIZZES and TESTS	Multiple Choice, True/False, Open-Ended Response, Matching, Short Answer, Essay	Paper-Based, Online/Web-Based, Verbal, Audience Response System (ARS)	Pre-/Post-Training, Incrementally during training (ideal for ARS)
PERCEPTIONS and FEEDBACK	Surveys, Polls, Questionnaires, Essay	Paper-Based, Online/Web-Based, Verbal, Audience Response System (ARS)	Pre-/Post-Training, Incrementally during training (ideal for ARS)
PROBLEM-/SITUATION-BASED EXERCISES	Table Top Exercises, Case Scenarios, Case Studies	Paper-Based, Online/Web-Based, Verbal, Audience Response System (ARS), PPT, Videos	Pre-/Post-Training
PERFORMANCE-BASED ACTIVITIES	Workbooks/Activity Sheets, Templates, Role-Playing, Checklists	Paper-Based, Online/Web-Based	Pre-/Post-Training, Incrementally during training
GAME-BASED ACTIVITIES	Trivia, Simulations	Paper-Based, Online/Web-Based, Verbal, Audience Response System (ARS), PPT, Videos	Pre-/Post-Training, Incrementally during training
PROJECT-BASED ACTIVITIES	Mock/Real • MODEL Analysis/Development • POLICY Analysis/Development • PLAN Analysis/Development	Paper-Based, Online/Web-Based	Pre-/Post-Training



HR Role



HR Role

Human Resources plays a critical role in developing and implementing individualized career paths and training.

Assessment & Identification of Needs*

- Skills & Competency Analysis
- Career Aspirations

Training & Development Programs**

- Internal Training
- External Learning Opportunities

Performance Management**

- Regular Reviews
- Feedback to Employees

Succession Planning**

- Identify High Performers
- Leadership Programs

Creating Individual Development Plans**

- Personalized PLans
- SMART Goals

Mentorship & Coaching**

- Mentor/Mentee Guidance
- Professional Services

Career Pathing Tools & Resources**

- Resource Libraries & Publications
- Online Learning

Monitoring & Evaluation**

- Track Progress
- Evaluate Effectiveness

References

* (Shanlini, 2023)

** (Orange HRM, 2024)



CONCLUSION



CONCLUSION



A woman with long dark hair is smiling and clapping her hands. In the background, a man with a beard is also clapping. The image is overlaid with a blue gradient and a white border.

Thank You!

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