New Employee Orientation
Orientations that Build Power
Introductions

Select a partner and ask each other the following questions:

- What is your name?
- How long have you been involved in the Union?
- What is your role in the Union?
- How many NEOs have you held?
Group Discussion

1. How many of your locals have formal NEO in their contract?

2. How many of those are conducted on employer time?

3. How many sign up new employees through 1-to-1 conversations at the workplace?

4. How many have a fool-proof way to have contact with EVERY new employee in your local?

5. How many do NEO another way?
Objectives

- **Identify** the **value** of the Union from the **new employee's experience**
- Know that **NEO is a process**, not a single event or mailing
- **Multiple 1-to-1 contacts** with the new employee/Union member is needed over time
- **Share and learn** best practices for effective NEOs and 1-to-1 conversations with new employees
- **Develop** a message to deliver
- **Commit** to holding NEOs in the workplace and in formal NEO meetings
**Group Activity**

Share your answers to these questions with everyone in your groups:

1. How were you oriented to the Union?

2. What made you want to join the Union and be active?
Best Practices
Talking Union & Signing Up New Employees

Group Exercise:
• We will divide into teams
• Begin at your flipchart
• Write on the flipchart what you know about the topic
• After a couple minutes we will rotate clockwise to the next flipchart where you will write what you know about that flipchart's topic
• After rotating through all of the flipcharts to your beginning location we will have a group discussion then review a handout
Developing and Practicing Our Message
Discussion of 3 Steps for Successful NEO Programs and Worksheet for Developing Our Agenda for Signing up New Employees

1. PLAN
   • Develop a Plan that Ensures Success

2. PREPARE
   • Create New Employee Packets

3. EXECUTE
   • Sample Agenda for Signing Up New Employees

4. Worksheet: Developing Our Agenda for Signing Up New Employees
   • Two groups of four and discuss the worksheet in your groups then report to the entire group
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GOAL!

- Learn from the new employee's experience
- Know that NEO is a process
- Have regular 1-to-1 conversations with new employees
- Continue to share and learn best practices
- Develop and distribute an effective message
- Commit to delivering NEOs

RESULT: A thriving and active local union
Thank you!
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