**MGT-337 Supervision & Leadership**

**W3 Assignment - Create an Orientation and Training Plan**

**Two Parts to this assignment:**

**Part I:**

Answer the DQ’s in 50 words or more (be specific):

Why do you think delegating is so hard for some supervisors and employees? Support your answers with your professional experiences or real-world examples.

When making staffing decisions (i.e., recruiting, hiring, promotions, terminations, etc.), why do you think it is important for a supervisor to assemble a team to assist in the process? Who should be on such a team?

**Part II:**

Write a plan for the orientation and training of a new employee. The paper should be approximately 750 words in length and follow these directions:

* Decide the position for your plan.
* Find a real job description for this position (from the Internet, and provide the reference).
* Determine which information should be included in the orientation.
* Create a separate section in your plan to discuss each concept included in the orientation.
* Identify the training objectives for each section.
* Prepare the training schedule.
* In an opening section directed toward the supervisor, explain the supervisor’s role in the orientation and training process.

Include a minimum of two scholarly sources.