

## **ABSTRACT**

Adaptation and orientation constitute an important component of the employee life cycle. A successful adaptation, gaining self-esteem and managing the scope of activities specified for the given work position requires an efficiently set up induction process that takes into account organizational needs, needs of employee groups and individual needs of new staff members. This process should thus be controlled and systematic. The diploma thesis covers such topics and it is divided into a theoretical and a practical part.

The theoretical part deals with essential terms associated with the topic of induction, it presents principles and methods to achieve an efficient employee adaptation and to set up this process so that it is beneficial to the employees as well as to the entire organization. The thesis describes important areas and components of the induction system that must be considered when it is designed. The thesis addresses the topic of employee manual which should provide new employees with answers to basic questions regarding their adaptation to the new environment and work. The theoretical part of the thesis serves as a guideline to create such program. Apart from the points mentioned above, the thesis also describes change management as well as qualitative, legislative and ethical requirements regarding employee induction.

The subsequent practical part of the thesis deals with setting up an induction system for employees in direct care for students and clients in a particular organization providing educational services, social services and comprehensive rehabilitation. It assesses the existing staff induction system, identifies useful changes and elaborates its new components. The outcome of this thesis is a design of the induction system for the given organization and a creation of an employee manual. The thesis has a form of a praxeology study. Since it is based on needs assessment of a particular organization, it intends to be of maximal practical use.

### **Key words:**

- Staff Induction Program
- Employee Manual (Handbook)
- Employee Adaptation
- Mentoring
- Work Performance
- Job Description
- Human Resource Management
- Change Management
- Teamwork / Team Cooperation
- Quality Management

