

The thesis summarizes findings on the process of work adaptation with a view to adaptation process of new employees. Initially it deals with adaptation in biological-medical and psychological term and focuses on concept of work and social adaptation, their precise definition, content and structure. Subsequently the thesis identifies factors that have decisive influence upon course and result of the process of work adaptation. The chapter on social adaptation disserts upon the topic of mobbing which belongs to factors that can unfavourably influence human relations in the workplace. The thesis also interprets individual aspects of process of work adaptation, its areas, goals, participants and adaptation period. The closing part of the thesis is devoted to adaptation programmes. At first there are described features and instruments which can be used to realize adaptation programmes in organizations. Next part analyzes an adaptation manual as an adaptation tool and presents characterization and mutual comparison of several adaptation manuals together with some examples of procedures used within adaptation management in organizations.