

## Orientation Training

Getting new adult educators off to the right start is imperative if you want to ensure quality services. Place a new, unprepared, inexperienced instructor in a classroom, and you may very well see enrollment take a nose dive. Orientation is more than just learning about local and state personnel policies. A thorough orientation will acquaint new adult educators with the multiple aspects of their new positions, such as understanding the adult learner, student intake, assessment, instruction and curriculum, accountability, etc. More and more states are looking very closely at the staff orientation procedures at the local level to determine ways to increase relevancy, quality, and consistency.

In some cases, local staff orientation is left up to the local program managers. More and more states, however, are viewing orientation of local staff as a shared responsibility between the local program and the state office. In some states, the state office has developed online orientation courses for local programs to use. For example, Kentucky teachers must complete the *Orientation to Adult Education* online course during the first 30 days of employment.

Other states have developed peer mentoring programs, CD/DVD's, and new teacher institutes to help get new staff acclimated to their responsibilities. Some have policies that require completion of certain orientation training activities within a designated time period, such as within the first six months of employment.



If you would like to get some idea of what other states are doing related to new teacher orientation, visit the NAEPDC State Resource Library by clicking [here](#).