

## **The Work Attitude Program Training Program and Work Pledge**

The WORK ATTITUDE PROGRAM TRAINING PROGRAM is a self-administered, self-paced training program, available in both English and Spanish.

The purpose of the TRAINING PROGRAM is to use positive, logical feedback to train new and current employees about appropriate workplace behavior. The four sections of the training program document (called "The Importance Of Responsible Workplace Behavior") correspond to the risk areas on the Work Attitude Questionnaire, and are presented in a positive, practical way.

The last section of the training document is a pledge that the employee signs, which becomes part of his or her employment record, as an acknowledgement of notification of company policy.

### ***How Can The Training Program And Pledge Be Used?***

The training program document creates an opportunity to discuss specific company policies, for example with regard to borrowing or using company property for personal use. Many problems with regard to inappropriate workplace behavior can be avoided simply by making sure that all new employees are presented with firm standards for appropriate workplace behavior.

The training program also includes a pledge, signed by the employee, that indicates his or her acceptance and acknowledgement of receipt of your company's policies. A signed pledge creates an assumption of responsibility, on the employee's part, for his or her behavior, and the pledge also creates a permanent record of acceptance of that responsibility.

The training program and pledge can be used with newly hired employees as part of an orientation process, and also with current employees as part of a training and development program.

### ***How Long Does It Take To Complete The Self-Paced Training Program?***

It takes most people about fifteen minutes to complete "The Importance Of Responsible Workplace Behavior." It is available *free* in either English or Spanish, and it is written at the fifth grade reading level.

The training program and pledge document can be printed on demand from your confidential database at our WEB site.

***NOTE: For security reasons, we do not post actual sample documents at our public web site. For more specific information about the content of any report, please call our toll-free number (800-886-4356) or contact us at [information@helmtest.com](mailto:information@helmtest.com).***