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|  |  Debriefing Conversations –Talking Points |

Making it a point to have a conversation with a new employee after their first meeting with a new colleague or office, or after New Employee Welcome Orientation, or their attendance at a training session, gives you the opportunity to connect with employees clarify information and to answer any questions that they may have

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**After an initial meeting with new colleagues -**

* Who did you meet with? Explain the individual’s role in the organization and how how this individual can be a resource to the new employee (e.g. subject matter expert, authorizer, etc.
* What topics were discussed? Do you have any questions regarding the information covered?

**After New Employee Welcome Orientation (NEWO) -**

Not all new employees may feel comfortable asking questions at an orientation, so it’s critical to inquire whether the new employee has any additional questions afterward.

* What new things did you learn about CSUN at the orientation?
* What additional questions do you have about any of the topics covered (e.g. the Payroll, Benefits, Professional Development, IT, Police Services, etc.)?
* If not already discussed, tell the new employee how CSUN’s mission and values apply to your department/lab/center as well as to his/her position.

**After participation in a training session or workshop -**

* What was the topic of the training?
* What new/important information did you take away?
* What information did you find helpful or applicable?
* What did you learn during the session that you anticipate using in your work? Discuss how the training benefits the employee in his/her new role.
* Was there any information you did not understand or that was unclear?
* What more do you need to know about the topic?