

Abstract

This thesis focuses on education and learning within the adaptation process of employees starting a new job. It is emphasizing the importance of creation of the adaptation plan. The adaptation plan also influences the effectivity of the adaptation process and related education and learning. It points out the influence of the size of the organization on the final form of the adaptation process. Well executed adaptation process may stabilize and motivate the new employee significantly. Part of the thesis is dedicated to communication as well, due to communication being an important tool in education and learning. The theses focuses particularly on education and learning, various types of learning, theories and methods used in education, that are applicable during the adaptation process. A special chapter is dedicated to tools and technologies that may aid in education and learning as well as it issues the measurability and evaluation of education and learning. Theoretical concepts are backed up by the results of a research conducted through a questionnaire survey. This survey focuses all thesis previous six chapters.

Keywords: adaptation of employees, adaptation process, learning in adaptation process, education in adaptation process, education of newcomers, reviews of adult education, ICT technologies in education of adults