PROFESSIONAL DEVELOPMENT TRAINING

Employee Onboarding Training

REQUEST QUOTE

1.0 DAY COURSE

This Employee Onboarding training course teaches your Human Resource Management staff how to help new employees become productive in the shortest possible time, as well as how to reduce staff turnover via better induction programs.

This training course teaches: what is employee onboarding – its purpose and benefits, how to organize an onboarding program, how to guide the new employees in adjusting to the new job, following up the new employees' progress by comparing their performances against organizational standards or expectations and much more.

This comprehensive training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Research and conventional wisdom both suggest that employees get about 90 days to prove themselves in a new job. Every organization has its own version of the complex process new employees go through to learn skills, knowledge, attitudes and behaviors required to function effectively. The bottom line is, the faster the new employees feel welcome and prepared for their jobs, the faster they will be able to successfully contribute to the firm's strategic and operational plans.

Outcomes

By the end of this course, participants will:

- Define onboarding
- Know the benefits & purpose of onboarding
- Prepare for a successful onboarding program
- Identify ways to engage & follow up with employees
- Set operational expectations
- Discover the importance of resiliency & flexibility

Modules

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Following Up with New Employees
- Initial Check In
- Following Up
- Setting Schedules
- Mentor's Responsibility
- Case Study

Lesson 3: Purpose of Onboarding
- Start-up Cost
- Anxiety
- Employee Turnover
- Realistic Expectations
- Case Study

Lesson 4: Setting Expectations
- Defining Requirements
- Identifying Opportunities for Improvement and Growth
- Setting Verbal Expectations
- Putting It in Writing
- Case Study

Lesson 5: Introduction
- What is Onboarding?
- The Importance of Onboarding
- Making Employees Feel Welcome
- First Day Checklist
- Case Study

Lesson 6: Resiliency and Flexibility
- What is Resiliency?
- Why Is It Important?
- Five Steps
- What is Flexibility?
- Why Is It Important?
- Five Steps
- Case Study

Lesson 7: Onboarding Preparation
- Professionalism
- Clarity
- Designating a Mentor
- Training
- Case Study

Lesson 8: Assigning Work
- General Principles
- The Dictatorial Approach
- The Apple Picking Approach
- The Collaborative Approach
- Case Study

Lesson 9: Onboarding Checklist
- Pre-Arrival
- Arrival
- First Week
- First Month

Lesson 10: Providing Feedback
- Characteristics of Good Feedback
- Feedback Delivery Tools
- Informal Feedback
- Formal Feedback

- Case Study

Lesson 11: Creating an Engaging Program

- Getting Off on the Right Track
- Role of Human Resources
- Role of Managers
- Characteristics
- Case Study

- Case Study

Lesson 12: Wrapping Up

- Words from the Wise

Talk to our expert team

Phone:

Email: