

EMPLOYEE ONBOARDING TRAINING

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COURSE LENGTH: 1.0 DAYS

The faster new employees learn the various requirements to effectively perform their new job, the faster they are able to contribute to the company's growth and profitability. This Employee Onboarding course is designed to train a company's Human Resource Management staff how to help new employees become productive in the shortest possible time. Employers also need this program to reduce employee turnover and consistently maintain smooth and efficient operations.

The course teaches your HR management staff how to understand what is onboarding, its purpose, scope, proper implementation and the short and long-term benefits.

The staff will also be trained on how to guide the new employees in developing the resiliency and flexibility to adjust to the new job, as well as how to compare the new employee's performance against organisational standards or expectations.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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EMPLOYEE ONBOARDING TRAINING COURSE OUTLINE

FOREWORD

Research and conventional wisdom both suggest that employees get about 90 days to prove themselves in a new job. Every organisation has its own version of the complex process new employees go through to learn skills, knowledge, attitudes and behaviours 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

- ▶ 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
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives

Lesson 2: Purpose of Onboarding

- ▶ Start-up Cost
- ▶ Anxiety
- ▶ Employee Turnover
- ▶ Realistic Expectations
- ▶ Case Study

Lesson 3: Introduction

- ▶ What is Onboarding?
- ▶ The Importance of Onboarding
- ▶ Making Employees Feel Welcome
- ▶ First Day Checklist
- ▶ Case Study

Lesson 4: Onboarding Preparation

- ▶ Professionalism
- ▶ Clarity
- ▶ Designating a Mentor
- ▶ Training
- ▶ Case Study

Lesson 5: Onboarding Checklist

- ▶ Pre-Arrival
- ▶ Arrival
- ▶ First Week
- ▶ First Month
- ▶ Case Study

Lesson 6: Creating an Engaging Program

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

Lesson 7: Following Up with New Employees

- ▶ Initial Check In
- ▶ Following Up
- ▶ Setting Schedules
- ▶ Mentor's Responsibility
- ▶ Case Study

Lesson 8: Setting Expectations

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

Lesson 9: Resiliency and Flexibility

- ▶ What is Resiliency?
- ▶ Why Is It Important?
- ▶ Five Steps
- ▶ What is Flexibility?
- ▶ Why Is It Important?
- ▶ Five Steps
- ▶ Case Study

Lesson 10: Assigning Work

- ▶ General Principles
- ▶ The Dictatorial Approach
- ▶ The Apple Picking Approach
- ▶ The Collaborative Approach
- ▶ Case Study

Lesson 11: Providing Feedback

- ▶ Characteristics of Good Feedback
- ▶ Feedback Delivery Tools
- ▶ Informal Feedback
- ▶ Formal Feedback
- ▶ Case Study

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
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