PROFESSIONAL DEVELOPMENT TRAINING

Employee Onboarding Training

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Onboarding helps new employees adjust to their new work environment and systems quickly and smoothly. Successful Onboarding will reduce the amount of time and loss of productivity usually associated with hiring new staff.

The PD Training Employee Onboarding Training Course teaches the essentials of Onboarding including setting expectations for new staff, how to prepare and organise an Onboarding program and common induction methodologies.

This dynamic training course is available now throughout New Zealand, including Auckland, Christchurch and Wellington.

Please click the "Group Booking Quote" button to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

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

After completing this course participants will be able to:

- 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: 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

Talk to our expert team

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