Employee On-boarding Training

To ensure an employee onboarding experience it is crucial to go beyond educating new hires, about their roles. It is equally important to build connections outside of work and create an environment that they can see themselves being a part of for the term. When onboarding is implemented effectively it leads to loyalty rates and lower turnover. Every company should remember that their employees are their asset, not just their products. It's in everyone's interest to keep them well informed familiar with the company culture and warmly welcomed. These techniques will assist you in training your team to prepare the workspace for hires give them a tour of the office and foster social interactions outside of work.

Course Overview

At the beginning of the workshop, you will have an opportunity to get acquainted with participants and discuss what will be covered during the training session. Participants will also be able to identify their learning objectives.

This one-day course aims to help you teach participants;

• Understand why adhering to an onboarding process is crucial.

• Learn how to plan and prepare for onboarding.

• Determine which tools are appropriate and should be considered during preparation.

• Set goals, for the onboarding process.

• Provide feedback effectively.

Introduction;
In this session we will introduce participants to the concept of onboarding and its importance.

Goal of Onboarding;
During this session participants will explore the costs and stress associated with onboarding as realistic expectations, for the process.

Onboarding Preparation;
Participants will be introduced to preparations for a successful onboarding process.

Onboarding Checklist;
This session will teach participants how to effectively use a checklist when creating an onboarding plan and what elements should be included.

Creating an Engaging Program;
Participants will focus on the purpose of onboarding by devising programs that ensure integration.

Following Up with New Employees;
In this session participants will learn about the check in process following up with employees setting schedules and the responsibilities of mentors.

Setting Expectations;
During this session participants will understand how to define requirements identify areas for improvement and development communicate expectations verbally and in writing.

Assigning Work;
Participants will concentrate on principles and different approaches when it comes to assigning work during the onboarding process.

Providing Feedback;
This session aims to educate participants about characteristics of feedback tools, for delivering feedback and different types of feedback.

Workshop Wrap Up;
By the end of the day participants will get a chance to inquire about any queries they may have and complete an action plan.

Visit https://paramounttraining.com.au for more information or call 1300 810 725