

Gearing You For Growth

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Onboarding: The Essential Rules For A Successful Onboarding Program

Course Overview

Did you know that most employees decide to leave a job within their first 18 months with an organization? When an employee does leave, it usually costs up to three times their salary to replace them.

You can greatly increase the likelihood that a new employee will stay with you by implementing a well-designed onboarding program that will guide the employee through their first months with the company.

This two-day workshop will explore the benefits of onboarding, show you how to design an onboarding framework, give you ways to customize the program for different audiences (including managers and executives), and demonstrate how to measure results from the program.

Prerequisite

There are no prerequisites.

Target

This course is designed for any Human Resources team member or company representative responsible for the onboarding and retention of company employees.

Duration

- 2 Days

Course Outline

Defining Onboarding

To start, delegates will explore what onboarding is (and is not) and how it differs from orientation. Delegates will also identify some of the business benefits of a successful onboarding program. To conclude the session, delegates will discuss some factors for success and some issues that can lead to failure.

Creating the Onboarding Steering Team

This session will look at who should make up the team that will steer the onboarding program and what their role should be.

Gathering Supporting Information

Next, delegates will learn what key processes, programs and stakeholders should be included in the onboarding development process. Delegates will also receive a list of questions that they can use to shape the program's vision. Then, delegates will practice creating a vision for a fictional company.

Setting Goals

In this session, delegates will learn the six elements of a good goal, summarized by the SPIRIT acronym.

Developing the Program

Most of the afternoon of Day One will be spent exploring the general components of the different phases of an onboarding program: pre-work and the first day, week, month, and year. At the end of the session, delegates will classify different activities into each phase.

A Personal Onboarding Plan

To conclude the first day, delegates will work on a personal onboarding plan for a fictional case study.

Customizing the Framework

To begin the second day, delegates will create a full onboarding program outline for their fictional company.

Measuring Results

In this session, delegates will brainstorm what results they can measure to evaluate the success of their onboarding program and how they can gather data.

Branding the Program

Next, delegates will look at the elements of a well-designed brand and how to apply it to their onboarding program.

Onboarding Executives

This session will give a brief introduction on how onboarding programs for executives may differ from programs for the rest of the organization.



Understanding Employee Engagement

In this session delegates will learn about the Gallup studies on engagement, and what they can do to make sure employees are checked in.

Ten Ways to Make Your Program Unique

A well-designed, unique program can be an ambassador for your company. This session will give delegates some ideas for making their onboarding program stand out.

Fun and Games

Your onboarding program does not have to be all work and no play, as long as employees are learning or building relationships while they are playing. In this session we will share some of our favourite onboarding and training games.

Case Study Analysis

To conclude the workshop, delegates will review the case studies that they gathered for a pre-assignment and create a list of best practices.