

# Employee Onboarding

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## Overview

Onboarding will assist newly hired employees in developing and keeping their skills. Knowledge will be retained, and their value will increase within the company.

Through Employee Onboarding you will find it lowers costs related to employee turnover. It will increase productivity and produce a happier and more skilled workforce.

The new hire phase is a critical time for the company and having a structured set of procedures will make your company stronger and produce a greater chance of success.

## Course Outline

### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Module Two: Introduction

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

### Module Three: Purpose of Onboarding

- Start-Up Cost
- Anxiety
- Employee Turnover
- Realistic Expectations
- Case Study
- Review Questions

### Module Four: Onboarding Preparation

- Professionalism
- Clarity
- Designating a Mentor
- Training
- Case Study
- Review Questions

## **Module Five: Onboarding Checklist**

- Pre-Arrival
- Arrival
- First Week
- First Month
- Case Study
- Review Questions

## **Module Six: Creating an Engaging Program**

- Getting off on the Right Track
- Role of Human Resources
- Role of Managers
- Characteristics
- Case Study
- Review Questions

## **Module Seven: Following Up with New Employees**

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

## **Module Eight: Setting Expectations**

- Defining Requirements
- Identifying Opportunities for Improvement and Growth
- Setting Verbal Expectations
- Putting it in Writing
- Case Study
- Review Questions

## **Module Nine: Resiliency and Flexibility**

- What is Resiliency?
- Why is it Important?
- 5 Steps
- What is Flexibility?
- Why is it Important?
- 5 Steps
- Case Study
- Review Questions

## **Module Ten: Assigning Work**

- General Principles
- The Dictatorial Approach
- The Apple Picking Approach
- The Collaborative Approach
- Case Study
- Review Questions

## **Module Eleven: Providing Feedback**

- Characteristics of Good Feedback
- Feedback Delivery Tools
- Informal Feedback
- Formal Feedback
- Case Study
- Review Questions

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations