PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Employee Onboarding

Onboarding is the process of helping new employees adjust to social and performance aspects of their new jobs quickly and smoothly. It helps new employees adjust to their jobs by establishing better relationships to increase satisfaction; clarifying expectations and objectives to improve performance, as well as providing support to help reduce unwanted turnover.

Used in conjunction with Human Resource Management best practices, effective onbarding will result in a faster job readiness, improved communication and a more productive and engaged workforce.

This dynamic training course is available now throughout Hong Kong, including Central.

This Employee Onboarding training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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

- 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

Lesson 10: Assigning Work
- General Principles
- The Dictatorial Approach
- The Apple Picking Approach
- The Collaborative Approach
- Case Study

- 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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