PROFESSIONAL DEVELOPMENT TRAINING

# Employee Onboarding Training

1300 121 400

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 Australia, including Brisbane, Sydney,, Melbourne, Adelaide, Canberra and Perth.**

**Contact us today for a group 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
- 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**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au