

ONBOARDING

A 90-minute learning nugget for up to 15 participants

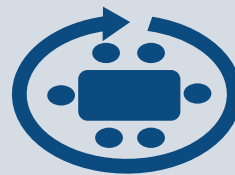
Can be delivered virtually on Zoom or your own company platform

This informative and engaging learning nugget introduces participants to the role of the manager when welcoming new hires and getting them up to speed in their roles. Participants will leave with a greater understanding of the need for excellent onboarding, ready to get going as soon as they leave the session.



WELCOME AND INTRODUCTIONS

Onboarding defined, benefits of great and costs of poor onboarding. Outcomes and agenda



PRE-EMPLOYMENT

Onboarding people effectively starts from the moment they accept the offer, the impact of creating relationships before people 'start', participants explore their good and bad experiences of onboarding

WHAT TO INCLUDE

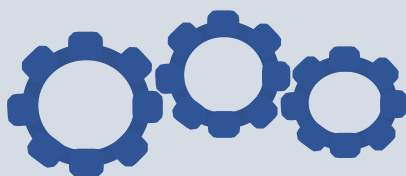
Introduction to what is included in good onboarding practice – people, process, culture and socialisation and technical skills, the value of assessing training needs from the start

CREATING THE PLAN

Preparing a plan and sharing it with the new employee prior to their start, participants consider their own plan ready for a new employee to start, onboarding those within the company but new to your team

ASSESSING AND SUPPORTING

Being there on day one, the value of regular check-ins, creating a buddy for support, how often to assess their integration and performance, setting initial goals



ACTION PLANS AND INTEGRATION

The session is summarised and actions are planned and shared across the group