PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Employee Onboarding

The course teaches your HR management staffs how to understand the purpose, scope and benefits of the employee onboarding program as well as its proper implementation. The staffs are also trained on how to guide the new employee in adjusting to the new job and in developing resiliency and flexibility. The program also teaches how to follow up the new employee's performance against the standards or expectations.

This Employee Onboarding training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Employee Onboarding is a program to train the company's Human Resource Management staffs how to help new employees adjust to their new jobs and environment. A well-guided new employee can become productive and efficient in the shortest possible time. The program can help companies reduce employee turnover and maintain smooth and efficient operations consistently.

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 behaviors 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?

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

- Five Steps
- 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: 3158 3955

Email: enquiries@pdtraining.com.sg