

OUTLINE

Employee Onboarding

Lesson One

Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

Lesson Two

Introduction

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

Lesson Three

Goal of Onboarding

- Start-Up Price
- Stress
- Employee Turnover
- Realistic Expectations
- Case Study
- Review Questions

Lesson Four

Onboarding Preparation

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

Lesson Five

Onboarding Checklist

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

Lesson Six

Creating an Engaging Program

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

Lesson Seven

Following Up with New Employees

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

Lesson Eight

Setting Expectationss

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

Lesson Nine

Resiliency and Flexibility

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

Lesson Ten

Assigning Work

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

Lesson Eleven

Providing Feedback

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

Lesson Twelve

Wrapping Up

- Words From The Wise
- Lessons Learned
- Completion Of Action Plans And Evaluations

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

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