

Human Capital



260-P26-CE



In-Class



8 hours



EGP 3,300

Course Description:

Employee onboarding is an important and vital part of any company's hiring procedure. Hiring, training, and bringing new employees on board costs a lot of money and are major investments. Onboarding is a secure investment that will assist newly hired employees in developing and keeping their skills, knowledge, and value within the company. A proper onboarding process could help a company maintain its highly skilled workers, and lessen the risk of them being lured by other companies.

Employee Onboarding will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the employee and company, and having structured onboarding procedures will make this time run smoother and produce a greater chance of success.

Target Audience:

This course is intended for all HR staff in the organization.

Course Objectives:

By the end of this course, participants will be able to:

- Define onboarding
- Understanding the benefits and purpose of onboarding
- Recognize how to prepare for an onboarding program
- Identify ways to engage and follow up with employees
- Discover the importance of resiliency and flexibility
- Explain how to assign work and provide feedback

Course Outline

Module One: Introduction

- What is Onboarding?
- The Importance of Onboarding
- Making Employees Feel Welcome
- First Day Checklist

Module Two: Purpose of Onboarding

- Start-Up Cost
- Anxiety

- Employee Turnover
- Realistic Expectations

Module Three: Onboarding Preparation

- Professionalism
- Clarity
- Designating a Mentor
- Training
- Pre-Arrival
- Arrival
- First Week
- First Month

Module Four: Creating an Engaging Program

- Getting off on the Right Track
- Role of Human Resources
- Role of Managers
- Characteristics
- Initial Check In
- Following Up
- Setting Schedules
- Mentor's Responsibility
- Defining Requirements
- Identifying Opportunities for Improvement and Growth
- Setting Verbal Expectations
- Putting it in Writing

Module Five: Resiliency and Flexibility

- What is Resiliency?
- Why is it Important?
- 5 Steps
- What is Flexibility?
- Why is it Important?
- 5 Steps

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Module Six: Assigning Work and Providing Feedback

- General Principles
- The Dictatorial Approach
- The Apple Picking Approach
- Collaborative Approach
- Characteristics of Good Feedback
- Feedback Delivery Tools
- Informal Feedback
- Formal Feedback

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in the group exercises.

Course completion will grant participants:

0.6 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None