



On-boarding: Tools for a Successful Program

Select Your Learning Style

Facilitator-led 2 Day Program (Classroom)

OR

eLearning format (Self-paced)

Please refer to Pricing Page for cost per participant

Did you know that most employees decide to leave a job within their first 18 months with an organization? When an employee does leave, it usually costs about three times their salary to replace them. You can greatly increase the likelihood that a new employee will stay with you by implementing a well-designed on-boarding program that will guide the employee through their first months with the company. This training will explore the benefits of on-boarding, show you how to design an on-boarding framework, give you ways to customize the program for different audiences (including managers and executives), and demonstrate how to measure results from the program.

What Will Participants Learn?

- ✓ Define on-boarding and describe how it is different from orientation
- ✓ Identify the business benefits of on-boarding
- ✓ List the factors that contribute to a successful on-boarding program
- ✓ Build a team to create an on-boarding program
- ✓ Prepare a vision statement and goals for an on-boarding program
- ✓ Design a framework for an on-boarding program that includes program setup, various types of training, games, progress tracking, follow-up
- ✓ Customize your on-boarding framework
- ✓ Identify which metrics you should track to evaluate program results
- ✓ Create a branded, unique program

What Topics are Covered?

- ✓ Defining On-boarding
- ✓ Creating the On-boarding Steering Team
- ✓ Gathering Supporting Information
- ✓ Setting Goals
- ✓ Developing the Program
- ✓ A Personal On-boarding Plan
- ✓ Customizing the Framework
- ✓ Measuring Results
- ✓ Branding the Program
- ✓ On-boarding Executives
- ✓ Understanding Employee Engagement
- ✓ Ten Ways to Make Your Program Unique
- ✓ Fun and Games
- ✓ Case Study Analysis

What's Included in Your Learning Style?

- ✓ Self-paced eLearning OR
- ✓ Interactive class environment – Facilitator-Led
- ✓ Specialized course materials and resources
- ✓ Personalized certificate of completion

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