ONBOARDING: THE ESSENTIAL RULES
FOR A SUCCESSFUL ONBOARDING PROGRAM

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 onboarding program that will guide the employee through their first months with the company.

This two-day workshop will explore
- ✓ the benefits of onboarding
- ✓ show you how to design an onboarding framework
- ✓ give you ways to customize a program for different audiences (including managers and executives)
- ✓ demonstrate how to measure results from the program.

COURSE OUTLINE

Defining Onboarding
To start, participants will explore what onboarding is (and is not) and how it differs from orientation. Participants will also identify some of the business benefits of a successful onboarding program. To conclude the session, participants will discuss some factors for success and some issues that can lead to failure.

Creating the Onboarding Steering Team
This session will look at who should make up the team that will steer the onboarding program and what their role should be.

Gathering Supporting Information
Next, participants will learn what key processes, programs and stakeholders should be included in the onboarding development process. Participants will also receive a list of questions that they can use to shape the program's vision. Then, participants will practice creating a vision for a fictional company.

Setting Goals
In this session, participants will learn the six elements of a good goal, summarized by the SPIRIT acronym.

Developing the Program

The majority of the afternoon of Day One will be spent exploring the general components of the different phases of an onboarding program: pre-work and the first day, week, month, and year. At the end of the session, participants will classify different activities into each phase.

A Personal Onboarding Plan

To conclude the first day, participants will work on a personal onboarding plan for a fictional case study.

Customizing the Framework

To begin the second day, participants will create a full onboarding program outline for their fictional company.

Measuring Results

In this session, participants will brainstorm what results they can measure to evaluate the success of their onboarding program and how they can gather data.

Branding the Program

Next, participants will look at the elements of a well-designed brand and how to apply it to their onboarding program.

Onboarding Executives

This session will give a brief introduction on how onboarding programs for executives may differ from programs for the rest of the organization.

Understanding Employee Engagement

In this session participants will learn about the Gallup studies on engagement, and what they can do to make sure employees are checked in.

Ten Ways to Make Your Program Unique

A well-designed, unique program can be an ambassador for your company. This session will give participants some ideas for making their onboarding program stand out.

Fun and Games

Your onboarding program doesn't have to be all work and no play, as long as employees are learning or building relationships while they are playing. In this session we'll share some of our favorite onboarding and training games.

Case Study Analysis

To conclude the workshop, participants will review the case studies that they gathered for a pre-assignment and create a list of best practices.