

# Employee Onboarding

## Course Overview

This course will introduce students to employee onboarding, including the purpose of onboarding, onboarding preparation, onboarding checklist, creating an engaging program, following up with new employees, setting expectations, resiliency and flexibility, assigning work, and providing feedback.

<b><u>Module 01 - Getting Started</u></b>	1m
Getting Started	
Workshop Objectives	
<b><u>Module 02 - Purpose of Onboarding</u></b>	4m
Purpose of Onboarding	
Start-Up Cost	
Anxiety	
Employee Turnover	
Realistic Expectations	
Case Study	
<b><u>Module 03 - Introduction</u></b>	4m
Introduction	
What is Onboarding?	
The Importance of Onboarding	
Making Employees Feel Welcome	
First Day Checklist	
Case Study	
<b><u>Module 04 - Onboarding Preparation</u></b>	3m
Onboarding Preparation	
Professionalism	
Clarity	
Designating a Mentor	
Training	
Case Study	
<b><u>Module 05 - Onboarding Checklist</u></b>	3m
Onboarding Checklist	
Pre-Arrival	
Arrival	
First Week	
First Month	
Case Study	

<b><u>Module 06 - Creating an Engaging Program</u></b>	4m
Creating an Engaging Program	
Getting off on the Right Track	
Role of Human Resources	
Role of Managers	
Characteristics	
Case Study	
<b><u>Module 07 - Following Up with New Employees</u></b>	3m
Following Up with New Employees	
Initial Check In	
Following Up	
Setting Schedules	
Mentor's Responsibility	
Case Study	
<b><u>Module 08 - Setting Expectations</u></b>	3m
Setting Expectations	
Defining Requirements	
Identifying Opportunities for Improvement and Growth	
Setting Verbal Expectations	
Putting it in Writing	
Case Study	
<b><u>Module 09 - Resiliency and Flexibility</u></b>	4m
Resiliency and Flexibility	
What is Resiliency?	
Why is it Important?	
Five Steps	
What is Flexibility?	
Why is it Important? (cont)	
Five Steps (cont)	
Case Study	
<b><u>Module 10 - Assigning Work</u></b>	3m
Assigning Work	
General Principles	
The Dictatorial Approach	
The Apple Picking Approach	
The Collaborative Approach	
Case Study	

**Module 11 - Providing Feedback**

4m

Providing Feedback

Characteristics of Good Feedback

Feedback Delivery Tools

Informal Feedback

Formal Feedback

Words from the Wise

Case Study

**Total Duration: 35m**