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Building Belonging: Mastering Onboarding & Induction Training

Introduction:
A successful onboarding and induction process is crucial for setting new hires up for success, fostering engagement, and reducing turnover. This comprehensive 5-day training program, delivered by Global Business Minds, equips HR professionals, managers, and team leaders with the essential knowledge and skills to design and deliver impactful onboarding and induction programs.
Learn to create a welcoming and informative experience, equip new hires with the knowledge and skills they need to succeed, and integrate them seamlessly into your organization's culture.

Program Goals:
• Develop a comprehensive understanding of the importance of effective onboarding and induction programs in retaining and engaging new hires
• Master the principles of designing a structured and engaging onboarding and induction program tailored to diverse new hire needs
• Learn to create a welcoming and positive first impression for new hires on their first day
• Develop the skills to effectively communicate company culture, values, and expectations to new hires
• Gain proficiency in training new hires on essential company policies, procedures, and benefits
• Master strategies for equipping new hires with the knowledge and skills they need to perform their jobs effectively
• Develop a plan for ongoing support and mentorship for new hires during their initial months within the organization
• Learn to measure and evaluate the effectiveness of your onboarding and induction program
• Explore best practices for onboarding remote and hybrid workforces

Training Agenda:
Day 1: The Onboarding Imperative: Setting the Stage for Success:
• Understanding the critical role of onboarding in employee engagement, retention, and performance
• Exploring the key components of a comprehensive onboarding and induction program
• Developing a strategic approach to onboarding aligned with your organization's culture and values
Day 2: Creating a Welcoming Experience:
• Mastering the art of designing a positive and memorable first-day experience for new hires
• Developing effective communication strategies to keep new hires informed and engaged throughout the onboarding process
• Learning to utilize technology and online resources to enhance the onboarding experience
Day 3: Equipping New Hires for Success:
• Developing a structured and engaging curriculum to equip new hires with the knowledge and skills they need to perform their jobs effectively
• Training new hires on company policies, procedures, and essential systems (eg, payroll, benefits, performance management)
• Exploring strategies for facilitating knowledge transfer and fostering collaboration with experienced colleagues
Day 4: Building a Sense of Belonging:
• Developing a plan for ongoing support and mentorship for new hires during their initial months within the organization
• Exploring strategies for fostering a sense of belonging and promoting team integration for new hires
• Learning to identify and address potential challenges faced by new hires during the onboarding process

Day 5: Measuring Impact and Continuous Improvement:
• Mastering strategies for measuring and evaluating the effectiveness of your onboarding and induction program
• Exploring best practices for collecting feedback from new hires and making data-driven improvements to your program
• Learning to adapt and tailor your onboarding program to accommodate remote and hybrid workforces

Target Audience:
This program caters to a diverse audience, including:
• HR professionals responsible for designing, developing, and overseeing onboarding and induction programs
• Managers and team leaders involved in onboarding new hires to their teams
• Business leaders interested in understanding the impact of effective onboarding on employee engagement and retention
• Anyone interested in learning how to create a seamless and impactful onboarding experience for new hires within their organization

By participating in this intensive program, you'll gain the comprehensive knowledge and practical skills to design, deliver, and evaluate impactful onboarding programs.