

Workshop Outline



Successful Employee On-Boarding Programmes

A good workplace orientation programme provides the necessary information, resources and support to ease new recruits into their jobs as quickly and efficiently as possible. When managed well, onboarding programmes pay big dividends. Learn how to enhance job performance right from the outset with a well designed employee induction programme

Topics Covered

- The critical elements of effective onboarding – helping new recruits build internal and external relationships, establishing clear expectations for performance, introduction to the role and team culture
- Effective induction schedules and checklists – get new employees working to near peak efficiency out of the starting gate
- Employer of Choice – why should anyone work for your company? How to attract, optimise and retain top employees
- Employee Value Proposition – how to create a workplace environment that employees and potential employees find attractive
- Setting goals for new employees after the first 90 days

Outcomes of the Workshop

- Enables you to create the best impression when welcoming new recruits into your business
- Creates clear expectations from the start of the employment relationship
- Sets new employees up for success
- Ensures commitment from new employees and increases the likelihood of their acting as advocate for your business
- Expedites returns from employees as they effectively integrate into your business
- Increases retention