informatech

HUMAN RESOURCES AND TRAINING | HRT-042

Effective Employee Onboarding

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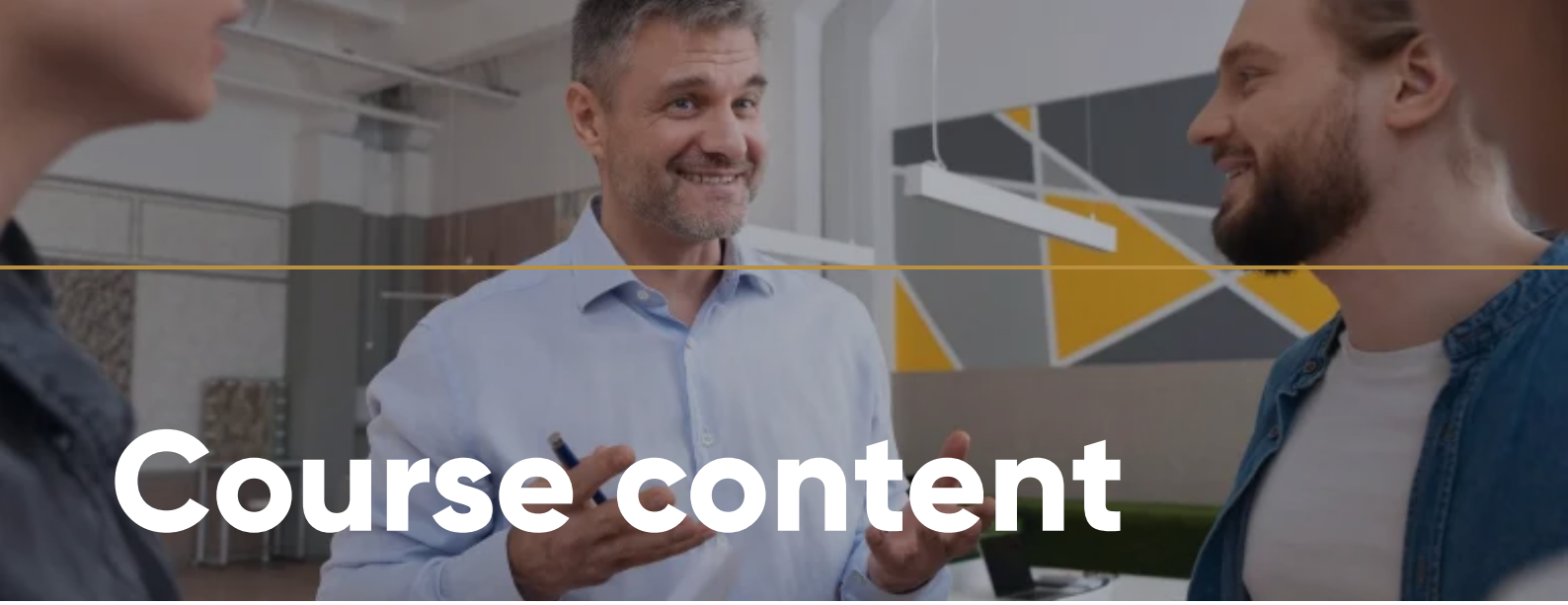


Course content

Why Attend

Why Attend A successful onboarding process helps new employees integrate quickly, become productive faster, and build strong engagement from the first day. This course provides participants with practical tools and strategies to design and manage effective onboarding programs that improve retention, strengthen company culture, and create a positive employee experience.

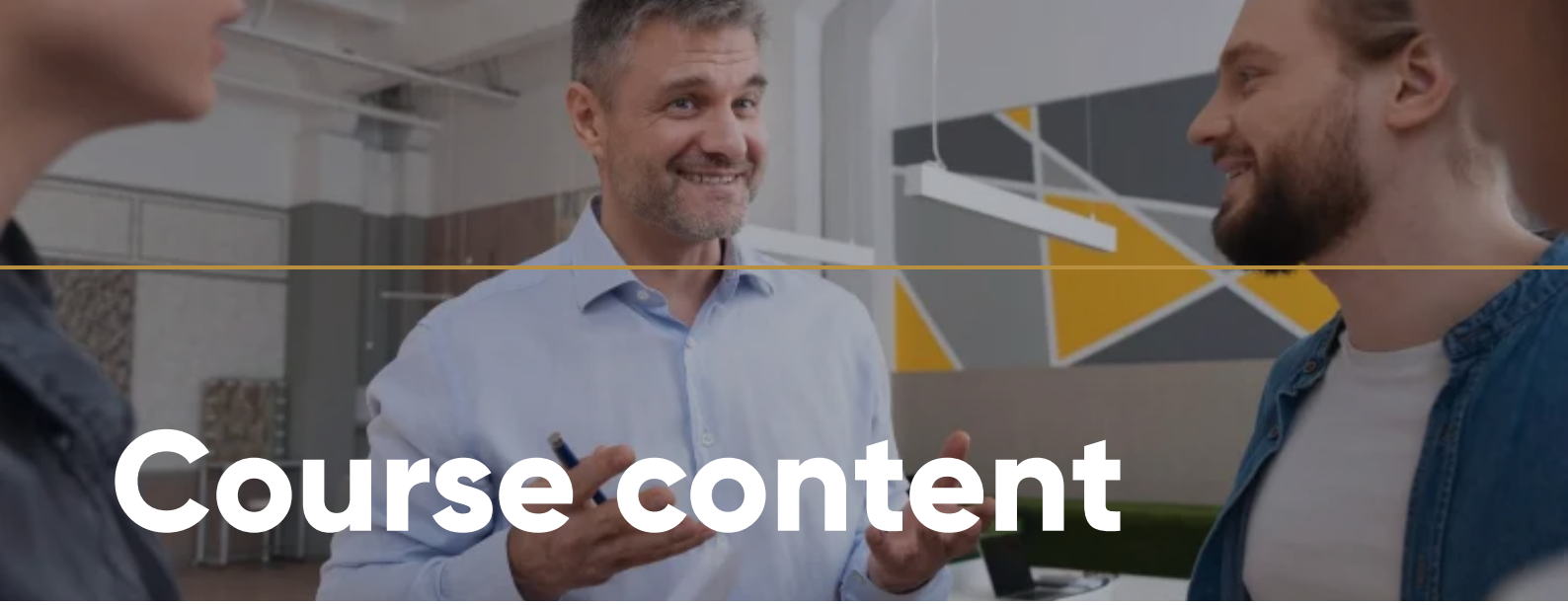
Course Methodology This course uses an interactive approach through presentations, case studies, group discussions, practical exercises, onboarding planning activities, and real workplace examples to help participants build effective onboarding systems.

Course Objectives

- Understand the importance of structured onboarding
- Design effective onboarding programs
- Improve new employee engagement and retention
- Accelerate employee productivity and performance
- Strengthen communication during onboarding
- Support managers in the onboarding process
- Measure onboarding success and outcomes
- Build a positive first employee experience

Target Audience

- HR Professionals
- Recruitment Officers
- HR Managers
- Team Leaders and Supervisors
- Department Managers



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Target Audience

- Learning and Development Staff
- Anyone involved in welcoming new employees

Target Competencies

- Onboarding Planning
- Employee Engagement
- Communication Skills
- Orientation Management
- Performance Support
- Relationship Building
- Retention Strategy
- Process Improvement

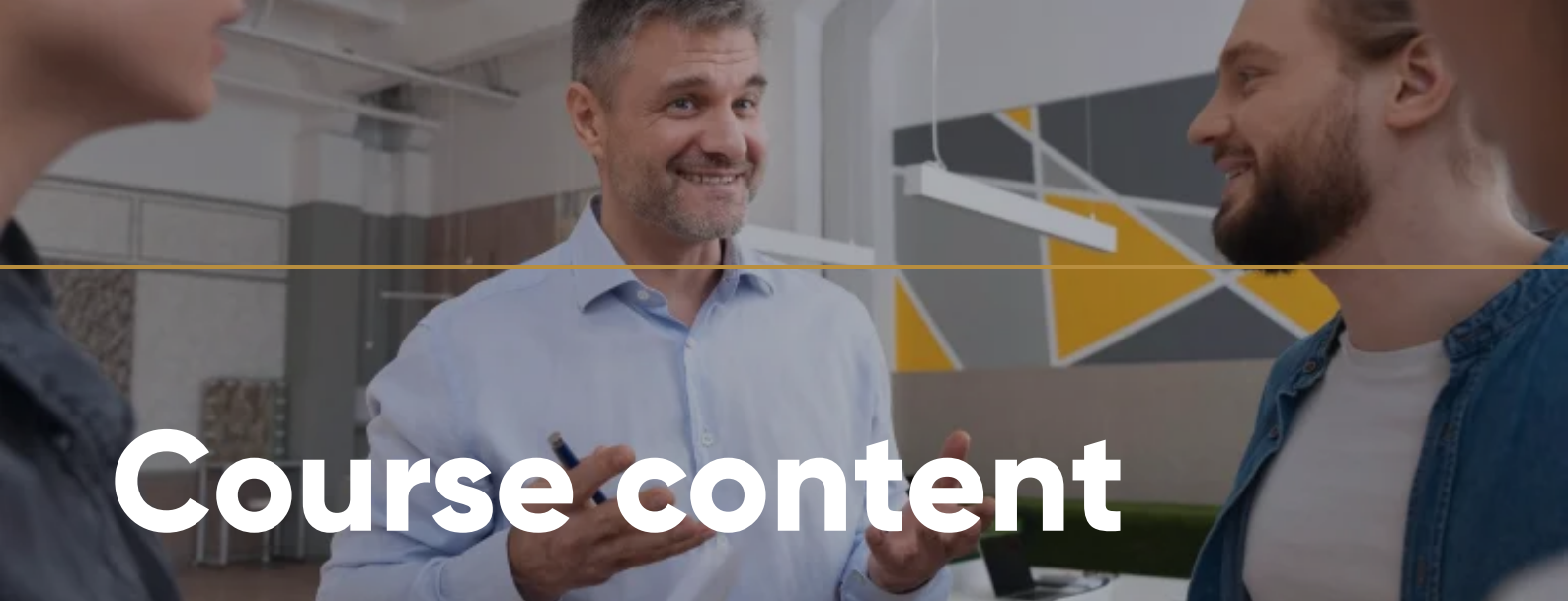
Course outline

Day 1: Introduction to Employee Onboarding

- Importance of onboarding in employee success
- Difference between orientation and onboarding
- Key stages of the onboarding journey
- Common onboarding challenges
- Roles of HR and line managers
- Building first impressions that matter

Day 2: Designing an Effective Onboarding Program

- Creating onboarding objectives



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Course outline

- Developing onboarding schedules and checklists
- Pre-boarding activities before day one
- Workplace readiness and documentation
- Introducing policies and procedures
- Aligning onboarding with company culture

Day 3: Engagement and Early Performance Success

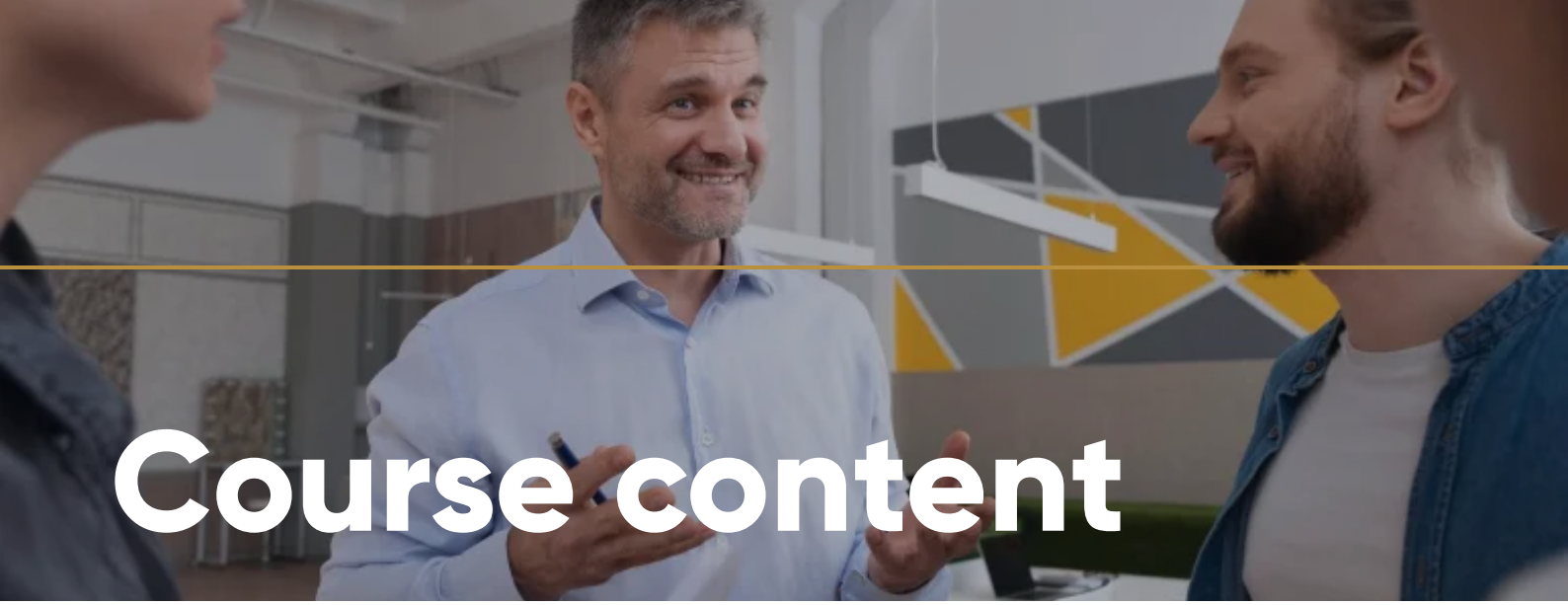
- Building connections with teams and leaders
- Effective communication with new hires
- Setting expectations and goals
- Coaching during the first 90 days
- Supporting confidence and motivation
- Early performance monitoring

Day 4: Technology and Continuous Support

- Using digital onboarding tools
- Remote and hybrid onboarding practices
- Mentoring and buddy systems
- Feedback during onboarding
- Solving common adjustment issues
- Maintaining engagement after onboarding

Day 5: Measuring and Improving Onboarding Results

- Key onboarding success metrics
- Measuring retention and productivity impact



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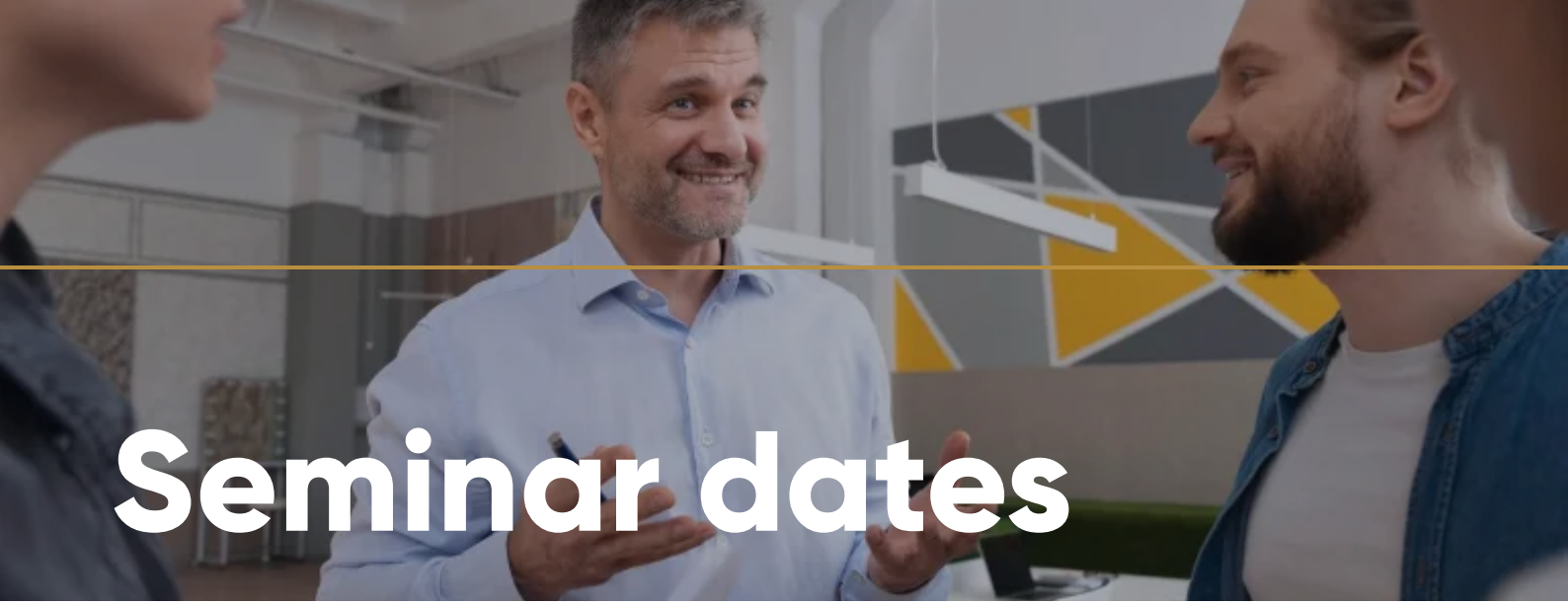
Course outline

- Collecting feedback from new employees
- Improving onboarding processes continuously
- Best practices from leading organizations
- Final workshop: Build an onboarding action plan



Seminar dates

Available seminar dates

Live dates and pricing for Effective Employee Onboarding generated from the course details page.

Date	Location	Format	Fee
6 - 10 July 2026	London - U.K	Classroom	**€4,250.-**
10 - 14 August 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
31 August - 4 September 2026	London - U.K	Classroom	**€4,200.-**
14 - 18 September 2026	Barcelona - Spain	Classroom	**€4,250.-**
5 - 9 October 2026	Munich - Germany	Classroom	**€4,250.-**
16 - 20 November 2026	London - U.K	Classroom	**€4,250.-**
7 - 11 December 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
21 - 25 December 2026	Paris - France	Classroom	**€4,500.-**

Live online option	Online delivery is available at €1,850.-.