

# Employee Onboarding Workshop

Employee Onboarding is an important and vital part of any companies hiring procedure. Hiring, training, and bringing new employees on board cost a lot of money and are major investments. Onboarding is a secure investment that will assist newly hired employees in developing and keeping their skills, knowledge, and value within the company. It will stop highly skilled workers from being lured to a competitor, which makes your company stronger within the market.

Through Employee Onboarding you will find it lowers costs related to employee turnover. It will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the employee and company and having a structured set of procedures will make this time run smoother and produce a greater chance of success.

## Workshop Objectives:

- Define onboarding.
- Understanding the benefits and purpose of onboarding.
- Recognize how to prepare for an onboarding program.
- Identify ways to engage and follow up with employees.
- Create expectations.
- Discover the importance of resiliency and flexibility.



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier  
President  
Mastering the Positive, LLC  
Phone: (757) 962-7073  
Mobile: (757) 952-8340  
Visit: [www.masteringthepositive.com](http://www.masteringthepositive.com)  
Email: [jfraziers@cox.net](mailto:jfraziers@cox.net)



## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: Purpose of Onboarding**

Start-up Cost

Anxiety

Employee Turnover

Realistic Expectations

Case Study

### **Session Three: Introduction**

What Is Onboarding?

The Importance of Onboarding

Making Employees Feel Welcome

First Day Checklist

Case Study

### **Session Four: Onboarding Preparation**

Professionalism

Clarity

Designating a Mentor

Training

Case Study

### **Session Five: Onboarding Checklist**

Pre-Arrival

Arrival

First Week

First Month

Case Study

### **Session Six: Creating an Engaging Program**

Getting Off on the Right Track

Role of Human Resources

Role of Managers

Characteristics

Case Study

### **Session Seven: Following Up with New Employees**

Initial Check in

Following Up

Setting Schedules

Mentor's Responsibility

Case Study

### **Session Eight: Setting Expectations**

Defining Requirements

Identifying Opportunities for Improvement and Growth

Setting Verbal Expectations

Putting It in Writing

Case Study

### **Session Nine: Resiliency and Flexibility**

What Is Resiliency?

Why Is It Important?

Five Steps

What is Flexibility?

Why Is It Important?

Five Steps

Case Study

### **Session Ten: Assigning Work**

General Principles

The Dictatorial Approach

The Apple Picking Approach

The Collaborative Approach

Case Study

### **Session Eleven: Providing Feedback**

Characteristics of Good Feedback

Feedback Delivery Tools

Informal Feedback

Formal Feedback

Case Study

### **Session Twelve: Wrapping Up**

Words from the Wise