

SEMINAR – SECRETS OF A SUCCESSFUL ONBOARDING PROGRAM



Did you know?

Studies show that close to 70% of new hires who participate in effective orientation training tend to stay with their company for up to 3 years.

Is your onboarding program promoting employee retention?

WHY ATTEND?

Different research reports indicate that new employee orientation programs can increase retention by as much as 25 percent eliminating costs of replacing new employees. Between 30% and 43% of newly promoted managers and leaders had to learn fundamental leadership skills on their own due to lack of proper onboarding and transitional training.

PROGRAM OVERVIEW

There are two kinds of onboarding that companies should concern themselves with: new hire onboarding and job transfer/promotion onboarding. This seminar helps you create a well-designed onboarding process. A strong onboarding process will help your company retain talented team members and solidify the skills of your new leadership teams.

INTENDED AUDIENCE

Top executive management from private and public sectors including:

- Chairmen and Board Members
- Senior HR Professionals
- Human Resource Executives and Directors
- HR dept. Heads and General Managers
- HR Managers and Supervisors
- HR Practitioners
- Business Unit Heads
- HR Business Partners
- Decision Makers and Business Owners
- Consultants

This is NOT just another Boring Seminar!

Our Promise is that you'll attend a program that is:

Valuable, Interesting, Engaging, and Practical.



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TOPICS

The course gives participants a framework to develop an effective new hire and promotion onboarding program.

The course covers:

- ✓ Strategies for effective onboarding goal setting
- ✓ Attributes of effective onboarding training programs
- ✓ Differences between new hire onboarding and job transfer/promotion onboarding
- ✓ Strategies for individual and team onboarding

Seminar Available in English and Spanish

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AGENDA

DAY ONE

- **Onboarding Types and Purpose**
 - New Hire Onboarding
 - Job Transition/Promotion Onboarding
- **Onboarding Goals**
 - Defining Corporate Expectations
 - Defining Individual Expectations
- **Onboarding Roles**
 - The Role of HR
 - Leadership Team's Role

DAY TWO

- **Onboarding Lifecycle**
 - Onboarding Timeline
 - Transition Into Performance Improvement
- **Developing an Onboarding Plan**
 - Identifying and Preparing an Onboarding Team
 - Creating a Support Structure
- **Evaluating Results**
 - Measuring Results
 - Creating Sustainable Performance

LEARNING OBJECTIVES

The course will cover a framework for onboarding new hires and for job transfers or promotions, starting point and length of the onboarding process, effective onboarding training, and onboarding program results evaluation. In this seminar you will:

1. **Identify the attributes of effective coaching and mentoring programs**
2. **Assess individual motivation preferences**
3. **Demonstrate the use of effective coaching and mentoring techniques**
4. **Review individual and team coaching and mentoring strategies**
5. **Develop a coaching and mentoring program plan outline**

FACULTY PROFILE

*Jorge Acuña, M.Ed., M.B. A. is a training and e-learning strategist with over 15 years of experience in the Human Performance Development field and the author of the book *Viral Leadership*. He is an instructor at Cornell University's eCornell where he facilitates courses to a worldwide audience. He holds a Bachelors in Psychology, a Master's in Adult Education, and a Master's in Business Administration. His personalized approach to facilitation is matched by his analytical thinking ability and his desire to bring the highest possible value to every minute you spend with him. Every year he provides customized training and consultation services to thousands of individuals across the USA and the world in person or via the Web. His clients range from small entrepreneurial businesses to multi-billion dollar global enterprises.*

ENROLLMENT AND PRICING

For the most current pricing and enrollment information for this seminar, please contact us today by phone or online using our contact form.

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SAMPLE CLIENTS

Some of our clients include:

- GE Healthcare
- Tesoro Corporation
- Xerox
- eCornell

