

Employee Onboarding

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.

Course Outline

- Purpose of Onboarding
- Onboarding Preparation
- Onboarding Checklist
- Creating an Engaging Program
- Following Up with New Employees
- Setting Expectations
- Resiliency and Flexibility
- Assigning Work

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define onboarding.
- Understand 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.

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Who Should Attend

Middle to high level staff such as:

- Team Leaders
- HR professionals
- Mentors
- Trainers
- Employees

For more information please feel free to contact:

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