



— Course details

HRT-042

Human Resources and Training

— Upcoming seminar

€3,450.-

Venue
Munich - Germany

Date
8 - 12 June 2026

— Course details

Effective Employee Onboarding

Human Resources and Training

— Seminar content

What you will learn

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
- 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

Seminar details

Detailed 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
- 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
- Collecting feedback from new employees
- Improving onboarding processes continuously

- Best practices from leading organizations
- Final workshop: Build an onboarding action plan

— Dates and locations

Available seminar dates

9 dates

— Presence seminar dates

Date	City	Duration	Price
8 - 12 June 2026	Munich - Germany	5 Days	€3,450.-
6 - 10 July 2026	London - U.K	5 Days	€4,250.-
10 - 14 August 2026	Kuala Lumpur - Malaysia	5 Days	€2,250.-
31 August - 4 September 2026	London - U.K	5 Days	€4,200.-
14 - 18 September 2026	Barcelona - Spain	5 Days	€4,250.-
5 - 9 October 2026	Munich - Germany	5 Days	€4,250.-
16 - 20 November 2026	London - U.K	5 Days	€4,250.-
7 - 11 December 2026	Amsterdam - Netherlands	5 Days	€4,250.-
21 - 25 December 2026	Paris - France	5 Days	€4,500.-

— Online seminar dates

Date	Format	Duration	Price
8 - 12 June 2026	Live online	5 Days	€1,850.-
6 - 10 July 2026	Live online	5 Days	€1,850.-
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