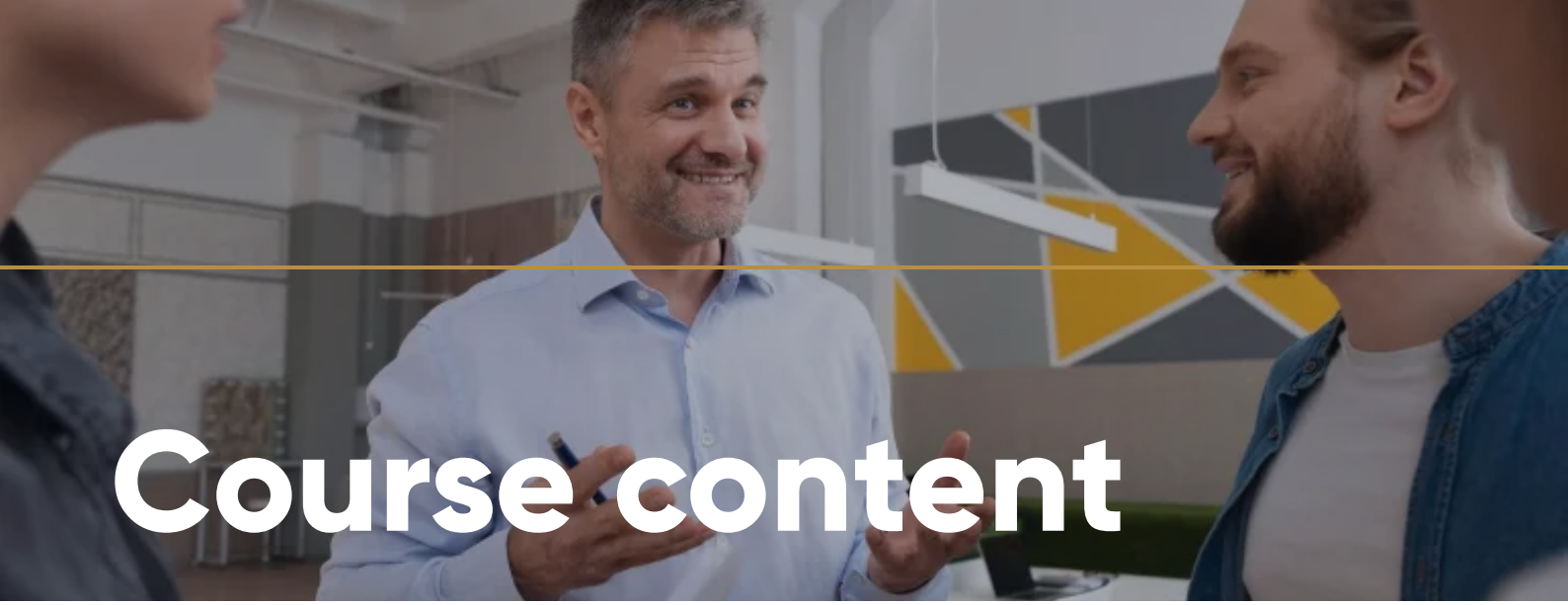
informatech

HUMAN RESOURCES AND TRAINING | HRT-042

# Effective Employee Onboarding

**UK**
+44 33 000 111 90
info@informatech.co.uk
https://informatech.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

**NL**
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



# 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.

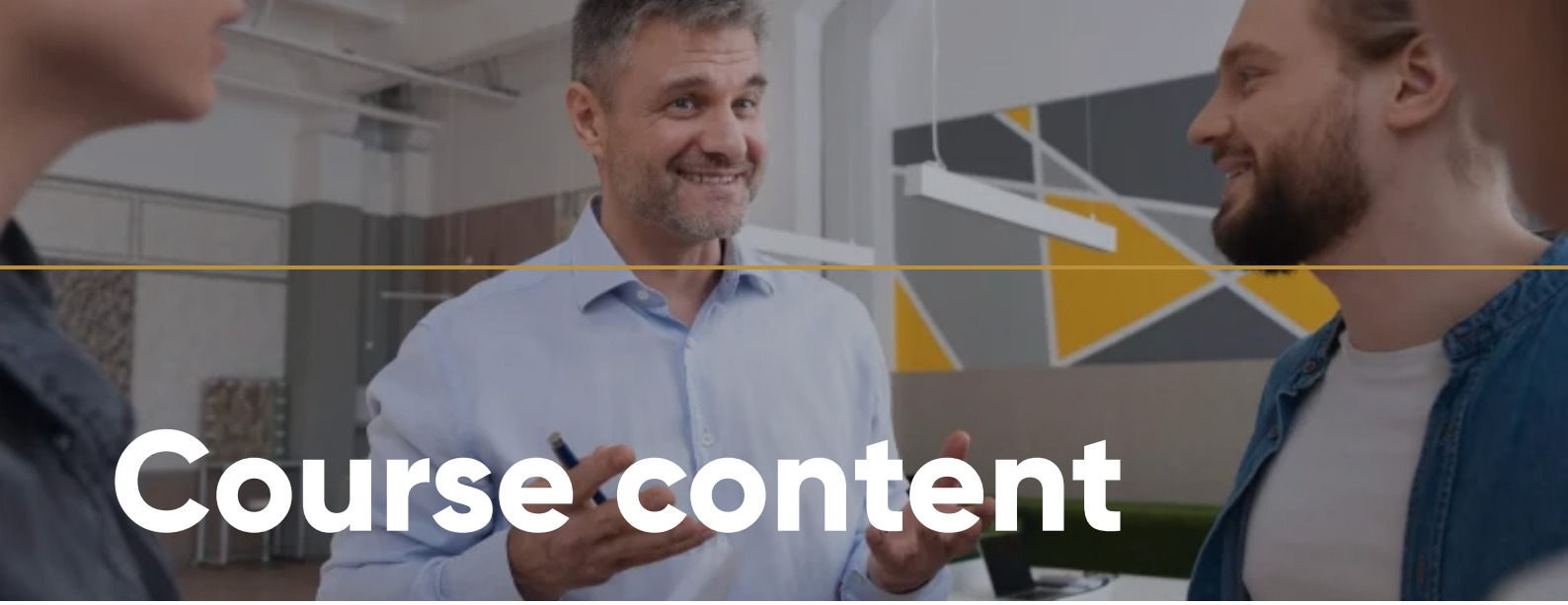
Course Methodology This course uses an interactive approach through presentations, case studies, group discussions, practical exercises, onboarding planning activities, and real workplace examples to help participants build effective onboarding systems.

## 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

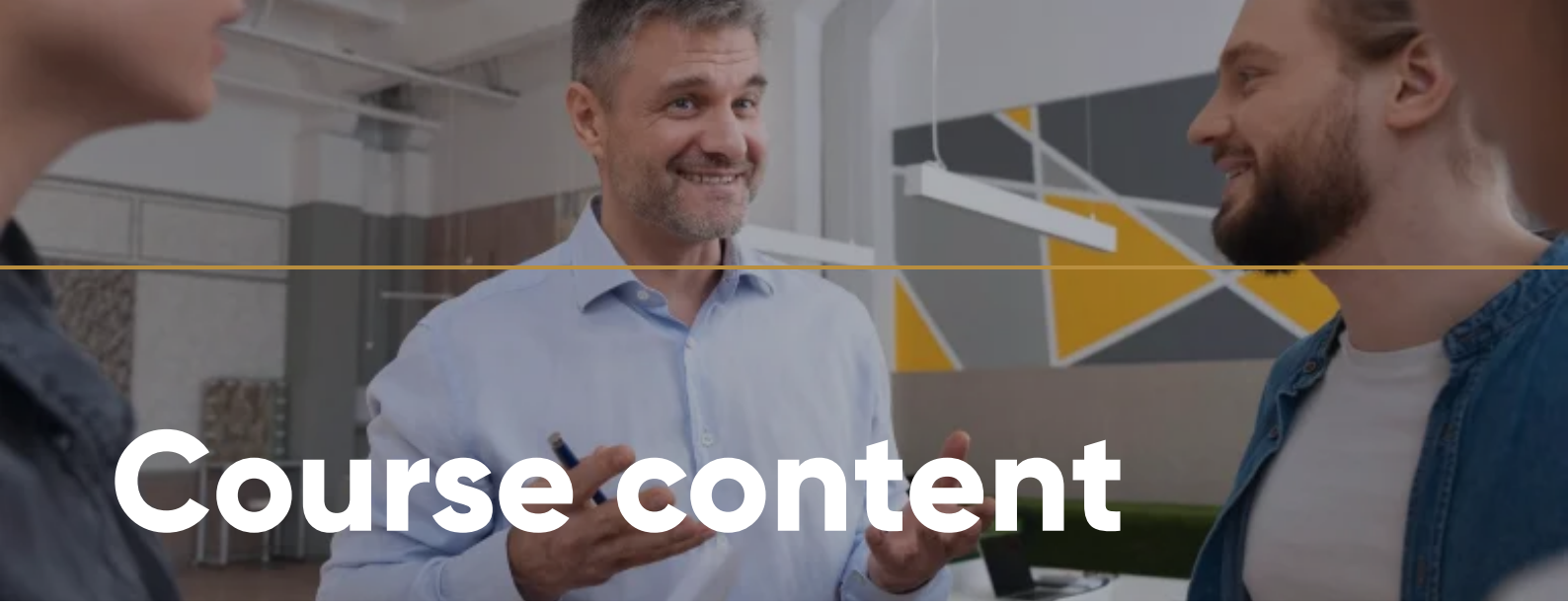
## Course outline

### 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**

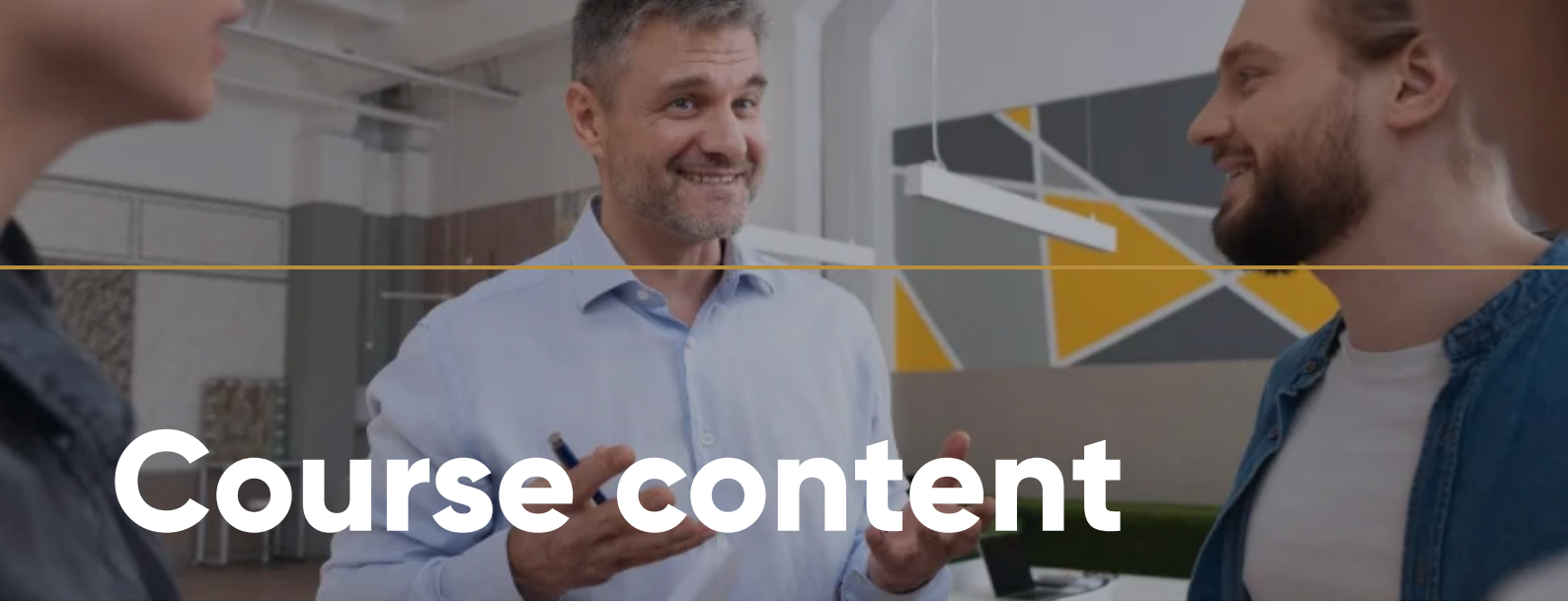
- Building connections with teams and leaders
- Effective communication with new hires
- Setting expectations and goals
- Coaching during the first 90 days
- Supporting confidence and motivation
- Early performance monitoring

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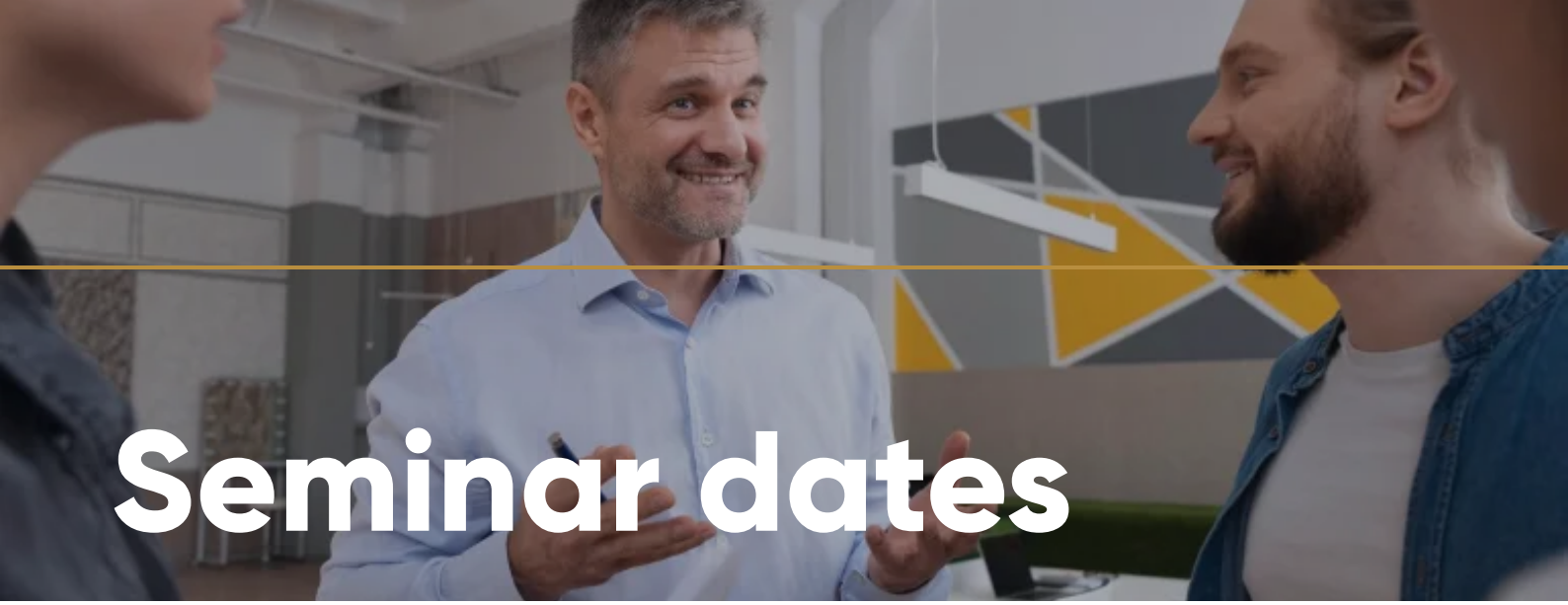
- Collecting feedback from new employees
- Improving onboarding processes continuously
- Best practices from leading organizations
- Final workshop: Build an onboarding action plan

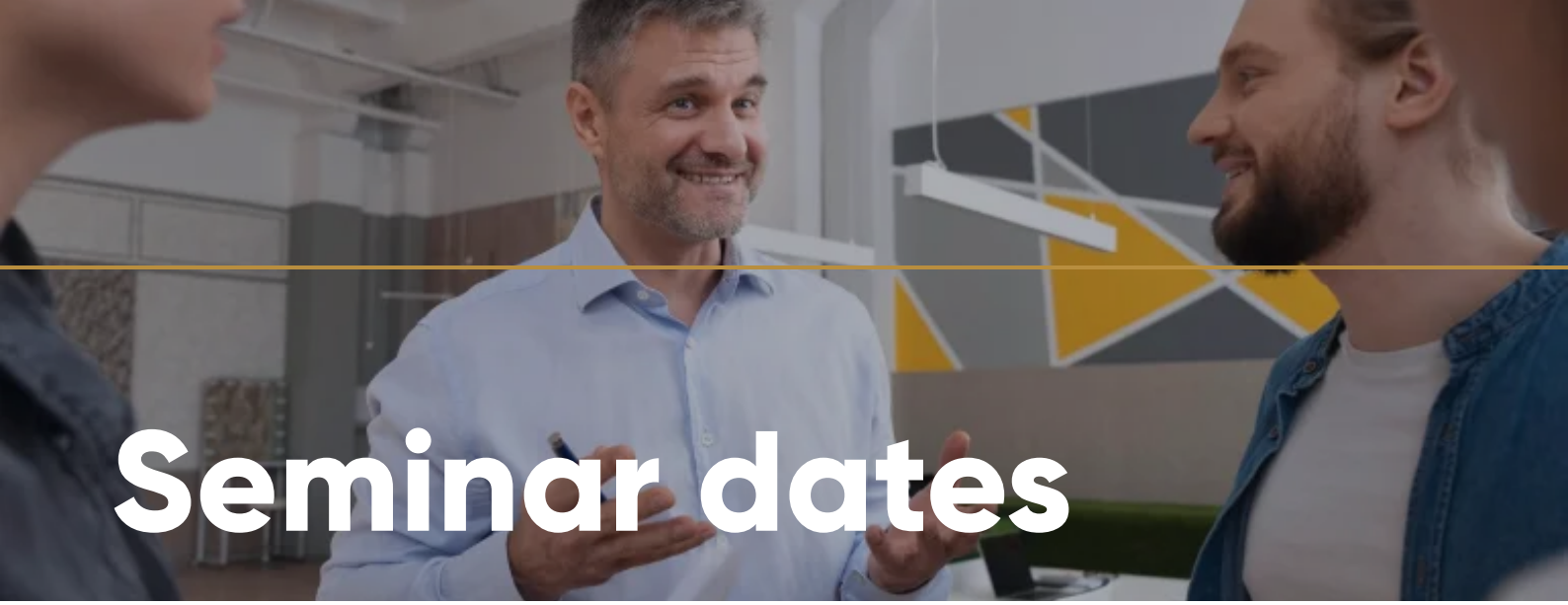


# Seminar dates

## Available seminar dates

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

| Date | Location | Format | Fee |
|---|---|---|---|
| 31 August - 4 September 2026 | London - U.K | Classroom | **€3,360.-** |
| 14 - 18 September 2026 | Barcelona - Spain | Classroom | **€3,400.-** |
| 5 - 9 October 2026 | Munich - Germany | Classroom | **€3,400.-** |
| 16 - 20 November 2026 | London - U.K | Classroom | **€3,400.-** |
| 7 - 11 December 2026 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 21 - 25 December 2026 | Paris - France | Classroom | **€3,600.-** |
| 11 - 15 January 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 8 - 12 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 8 - 12 March 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 12 - 16 April 2027 | London - U.K | Classroom | **€3,360.-** |
| 10 - 14 May 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 14 - 18 June 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 12 - 16 July 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 9 - 13 August 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 13 - 17 September 2027 | Paris - France | Classroom | **€3,600.-** |
| 11 - 15 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 8 - 12 November 2027 | London - U.K | Classroom | **€3,360.-** |



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