

The Importance of Employee Onboarding

Welcome, everyone! Get ready for an insightful journey ahead!



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TOPIC

So you hired an employee. How do you integrate them into your operations? You have 1 chance to make a first impression about your company. What systems do they need training on? Who do they go to for what? Do they need soft skills training for their role? You cannot spend the first month of training, so what is the bare minimum that needs to be done at first, and what follow-up training needs to be done? This session will cover the important steps needed to properly onboard an employee to quickly get them up to speed on what is expected of them.



**Time: Our most
precious commodity**

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Insight

Tailoring the onboarding process to suit each organization and its employees is crucial. This involves adapting to individual needs, being responsive to feedback, and continuously improving the experience. By doing so, companies can ensure that new hires not only acquire necessary skills but also feel valued and connected, ultimately leading to higher retention rates and organizational success.

- **Tailoring onboarding:** Customize the process to fit each organization and its employees.
- **Flexibility and responsiveness:** Adapt to individual needs and be open to feedback.
- **Continuous improvement:** Evolve processes to ensure new hires feel valued and connected.
- **Impact on retention and success:** Enhance employee retention and organizational achievement.



Orientation and Introduction to Company Culture

- Provide a comprehensive overview of the company's mission, values, and culture.
- Introduce them to key team members and stakeholders.
- Familiarize them with the office layout, facilities, and resources.



Training on Essential Systems and Tools

- Identify the critical systems and tools necessary for their role (e.g., project management software, CRM, internal communication tools).
- Assign a mentor or a designated point of contact to provide hands-on training on these systems.
- Ensure they understand basic security protocols and data protection measures.



Department-specific Training

- Tailor training to their specific role and department requirements.
- Provide an overview of department goals, workflows, and processes.
- Assign tasks or shadowing opportunities to facilitate hands-on learning.



Soft Skills Training

- Assess the soft skills required for their role (e.g., communication, time management, problem-solving).
- Provide resources or workshops to enhance these skills, if necessary.
 - Encourage participation in team-building activities to foster collaboration and interpersonal relationships.



Performance Expectations and Feedback

- Clearly communicate performance expectations, including goals, deadlines, and quality standards.
- Schedule regular check-ins to provide feedback and address any concerns or questions they may have.
- Establish a performance review schedule to evaluate progress and set development goals.



Documentation and Resources

- Provide access to relevant documentation, manuals, and resources to support their learning and development.
 - Create a centralized repository for FAQs, best practices, and troubleshooting guides.
- Encourage self-directed learning and exploration of additional resources.



Follow-up and Ongoing Support:

- Schedule follow-up sessions to reinforce learning and address any gaps or challenges.
- Encourage participation in continuous learning opportunities, such as workshops, webinars, or industry conferences.
 - Foster a culture of feedback and open communication to ensure ongoing support and professional growth.



Sample 5 Day Training Timeline

Day 1: Introduction and Basics

Welcome and company overview:

- Introduction to team members and key stakeholders.
- Overview of company mission, values, and culture.

Essential systems and tools training:

- Hands-on session on email, project management software, and internal communication tools.
- Briefing on security protocols and data protection.

Day 2: Department Immersion

Department-specific training:

- Goals and objectives overview.
- Workflows and processes explanation.
- Shadowing or hands-on tasks related to the role.
- Q&A session with department members.



Sample 5 Day Training Timeline

Day 3: Soft Skills and Communication

Soft skills assessment and development:

- Workshop on effective communication.
- Time management and prioritization workshop.
- Team-building activity or icebreaker.

Day 4: Performance Expectations and Resources

- Setting performance expectations and goals.
- Performance review process overview.

Introduction to documentation and resources:

- Access to manuals, FAQs, and best practices.
- Demonstration of centralized repository usage.



Sample 5 Day Training Timeline

Day 5: Follow-up and Support

- Review of key learnings from the week.
- Individual check-ins with manager or mentor.
- Discussion on ongoing support and development opportunities.
- Encouragement to engage in continuous learning activities.



Insight

By following these steps, you can efficiently onboard a new employee and set them up for success within your organization, even within a limited timeframe.



THANK YOU

