

Onboarding Playbook

Online course outline

Consistently implementing an onboarding process and plan is one of the greatest ways to improve new hire time to productivity and reduce employee turnover.

Orientation vs. Onboarding

- Orientation elements
- Customizable forms

Creating an Onboarding Plan

- Elements of Onboarding
- Before the Employee Begins
- Communication
- Preparation
- Customizing for Role and Experience
- Coaching Plan
- Including the Team
- Welcome to the Team
- Meet and Greet Plan



Sample Onboarding Plan Templates

- Day 1 - Day 2 - Day 3 - Day 4 - Day 5 - Day 6 - Day 7
- Second Week
- Third Week
- Week Four and Beyond

Ongoing Development

- Training & Coaching

Customizable onboarding plan templates, observation checklists, coaching skillbuilders.