Creating successful employee onboarding programs

Over the course of our careers, most of us have had the opportunity to hire - or play a role in the hiring - of a number of employees who join our teams. While there's usually a strong sense of optimism and excitement that comes with getting that signed offer letter back from the perfect candidate, there can be some anxiety about the task of onboarding.

Here are a few tips to help your new hire training program becomes a competitive differentiator for your company:

Leveraging your corporate orientation programs

Most companies maintain a corporate level orientation program that exposes new hires to high-level information about their new employer. Take both the general- and department-level programs into account when creating your comprehensive plan, to ensure there are no scheduling conflicts and to control the amount of information the new hire need to absorb in a day. For example, if your new employee is going to go through four full days of corporate orientation in their first week, it may not be the best time to also expose them to significant technical training or on the nitty-gritty details of their specific role.

A training team of peers

As companies grow in size and teamwork becomes more complex, the knowledge required to onboard an employee becomes more spread out amongst a wider circle of peers. As you create a new hire training plan, take the time to consider the skills required to get your new employee ready and map those skills to peers within your organization. The job description can be a great place to start, as it typically contains a set of initial requirements to serve as your starting point. You can quickly identify experts in those specific areas via the showd.me platform.

Leverage the web for content

Is there an article online that you typically ask new hires to read? One that provides great industry context, or other background that is helpful for the new hire? Or is there a Youtube video that you find yourself scrambling to pull up during a one-on-one with an employee that touches on an important job related concept? If so, you're not alone. Many new hire training programs include content from generally available sources on the internet. Showd.me allows for easy inclusion of these online pieces of content into new hire learning paths.

Ask for feedback, review your plans and commit to improvement

The best new hire training plans are those that are nurtured and maintained, and which take into account feedback from participants and the peers that contribute to the program. By conducting surveys or finding other ways to gather feedback from new trainees, you can determine the tactical things that are working well, and others which need adjustment. In addition, creating a quarterly or bi-annual strategic review with team leads, employees ,and other managers, can provide you with a much needed forum to step back and evaluate how your new hire training plans are supporting the goals of your business.

In summary, new hire training provides a company with a critical opportunity to enable a new employee's success. By spending a little bit of time creating the appropriate framework, and leveraging technology to enable successful scaling of your training plans, companies can ensure that they are maximizing their investment in new employees while accomplishing their respective goals.