

Virtual Onboarding and Orientation

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 267-26

Duration 0.50 day(s) | 3:00 hours ¹

Website link <https://pmctraining.com/training/virtual-onboarding-and-orientation/>

Critical Steps to Help New Hires Achieve Immediate Results

Strong employee onboarding and orientation practices have become an expectation of new hires and the message is clear: first impressions matter. The purpose of this program is to get comfortable with effective onboarding practices. Recognizing that many teams now work remotely, this program explores both in-person and virtual onboarding and orientation solutions. Participants of this workshop will be well equipped to “wow” new hires, helping them achieve immediate results. By reviewing an onboarding basics model, learners will recognize the necessary steps required before a new team member’s first day.

Learning outcomes

At the end of this workshop, you will be able to:

- Recognize the difference between in-person and virtual onboarding
- Define what virtual onboarding can look like on your team
- Create lasting first impressions
- Design a plan before Day One using an onboarding-basics model
- Enhance strategies during Day One utilizing a first-day model
- Follow up after Day One using the follow-up framework

Workshop topics

Introductions

- Reviewing workshop goals and benefits
- Sharing current experiences

Defining onboarding and orientation

- Assessing how our current practices measure up

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession’s governing body, as there is no universal approach.

- Remembering the difference between onboarding and orientation
- The impact of onboarding in a virtual environment

Onboarding Basics

- Uncovering new hire challenges
- Finding solutions through onboarding practices
- Knowing your destination and desired outcomes

Before Day One

- Understanding your homework
- Learning all you can do before the first day
- Creating powerful first impressions
- Working your hiring process for a smooth transition
- Building the perfect welcome package

During Day One

- Reviewing a Day One Checklist
- Learning to leverage all team members to engage new hires
- Establishing roles:
 - Hiring Manager
 - Buddy
 - Mentor

After Day One

- Setting follow-up expectations
- Learning the follow-up framework
- Discussing future team commitments

Workshop Summary and Personal Plan of Action

Learning Outcomes

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

This workshop is a must for new hires, hiring managers, and HR leaders who are looking to uncover proven strategies that will increase employee performance, loyalty and happiness.