

HUMAN RESOURCES | COURSE BROCHURE

Effective Employee Onboarding

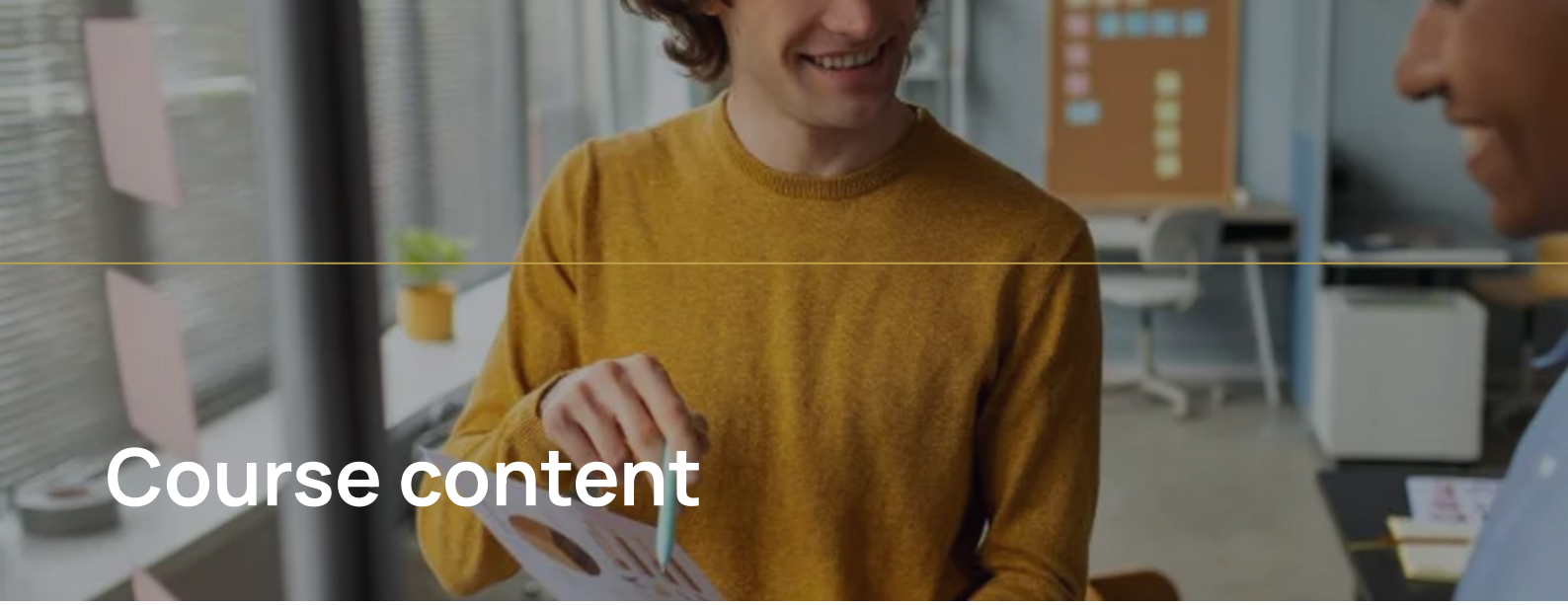
5 days | Classroom training | English

SMART HORIZON

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Amsterdam
The Netherlands

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Course content

Why attend

This course focuses on designing and implementing effective employee onboarding programmes. Participants will learn practical strategies to enhance new hire integration, improve retention rates, and foster a positive workplace culture, ultimately driving organisational success and employee satisfaction.

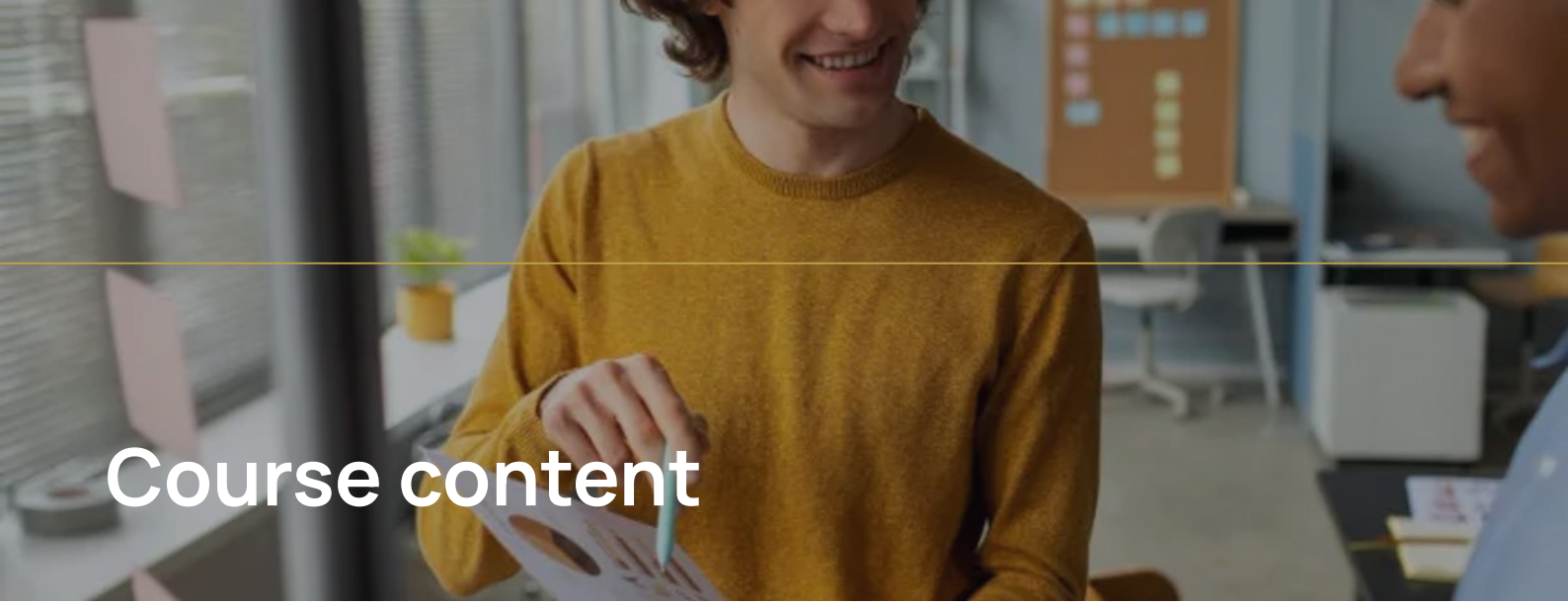
Employee onboarding is critical for ensuring new hires acclimatise quickly and effectively, reducing turnover and enhancing productivity. Many organisations struggle with inconsistent onboarding processes, leading to disengagement and lost talent. This course addresses these challenges by providing structured approaches to create a seamless onboarding experience that includes clear communication, comprehensive training, and ongoing support. By mastering these elements, participants will be equipped to create a positive first impression that sets the tone for long-term employee engagement and loyalty, ultimately benefiting the organisation's overall performance, culture, and employee morale.
Participants will develop practical skills in designing onboarding programmes that align with organisational goals and values. They will engage in hands-on activities, such as creating onboarding checklists, developing training plans, and implementing feedback mechanisms. This course empowers HR professionals and managers to make informed decisions that enhance the onboarding process, ensuring new employees feel welcomed, valued, and prepared for their roles. By the end of the course, attendees will possess the tools necessary to foster a supportive environment that promotes retention, drives organisational success, and enhances employee satisfaction through effective onboarding practices.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and role-playing exercises to build practical capabilities. Participants will work on real-world scenarios to develop onboarding materials and strategies tailored to their organisations. Each session includes collaborative discussions, allowing participants to share insights and experiences. Outputs will include onboarding plans, checklists, training modules, and feedback surveys, ensuring participants leave with tangible resources that can be implemented immediately in their workplaces. This hands-on approach fosters critical thinking and problem-solving skills essential for effective onboarding, enabling participants to apply their learning directly to their organisational contexts. The focus on practical application ensures that participants can immediately implement their learning.



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Course objectives

By the end of this course, participants will be able to:
• Design an effective onboarding programme that aligns with organisational goals and values.
• Assess current onboarding practices and identify areas for improvement based on employee feedback.
• Develop onboarding materials, including comprehensive checklists and structured training schedules.
• Implement strategies to enhance new hire engagement and retention through mentorship and support.
• Evaluate the effectiveness of onboarding programmes using specific feedback and performance metrics.
• Justify the importance of onboarding in relation to employee performance, satisfaction, and organisational culture.
• Create a feedback mechanism to continuously improve onboarding processes based on new hire experiences.
• Facilitate effective communication between new hires and existing team members to foster integration.

Target audience

This course is suitable for:
• HR professionals responsible for onboarding processes, as they will directly implement the strategies learned.
• Team leaders and managers who play a key role in integrating new hires into their teams and ensuring their success.
• Training and development specialists focused on creating effective learning experiences for new employees.
• Organisational development consultants who advise on best practices for employee engagement and retention.

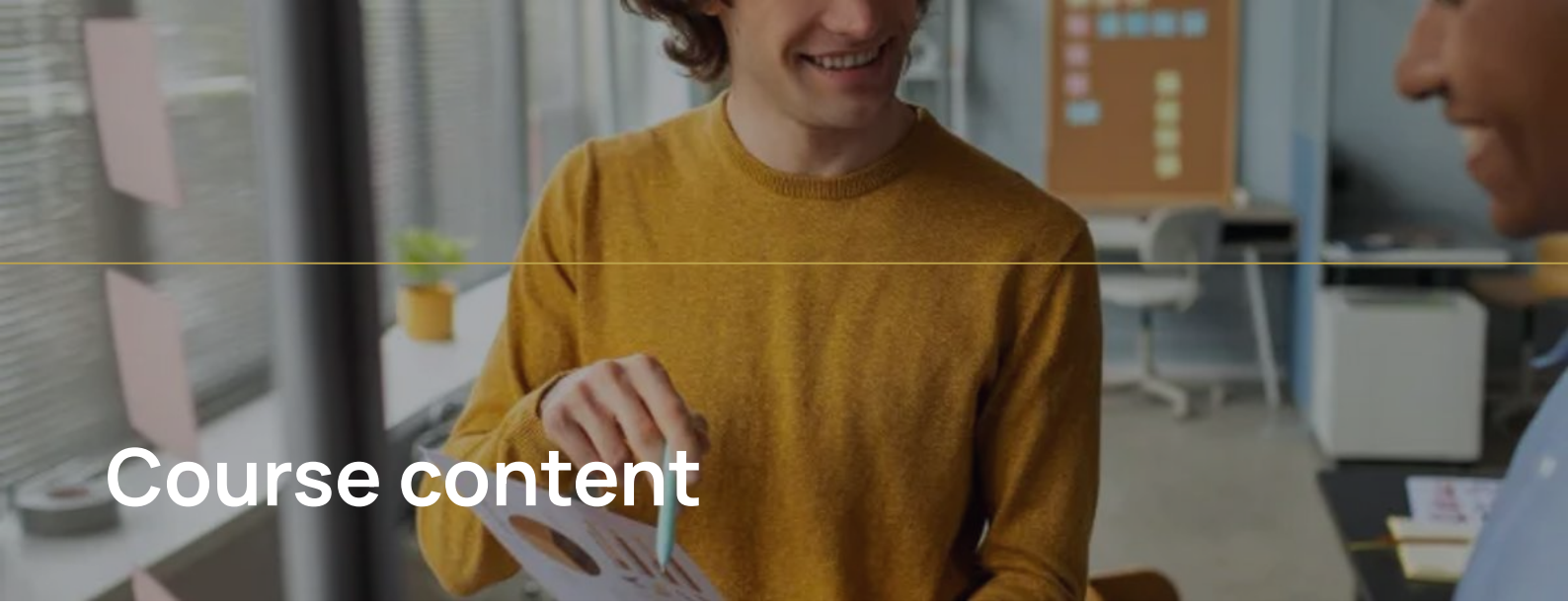
Target competencies

Participants will develop competencies in:
• Designing structured onboarding programmes that meet organisational needs and values.
• Evaluating and improving existing onboarding processes based on feedback.
• Creating engaging training materials for new hires that facilitate learning.
• Facilitating effective communication between new hires and existing staff to enhance integration.
• Analysing feedback to enhance onboarding effectiveness and employee satisfaction.
• Implementing metrics to measure onboarding success and retention rates.
• Fostering a culture of inclusion and support during onboarding to promote engagement.

Course outline

Day 1: Understanding Onboarding Fundamentals

Applied activity: Participants will analyse a fictional company's onboarding process, identifying strengths and weaknesses based on provided data and employee feedback. They will propose actionable improvements to enhance the onboarding experience, focusing on specific challenges identified.
Output: A report summarising findings and recommendations for improvement in the onboarding process.



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09:00–09:54	Define employee onboarding and its significance in the workplace for retention and engagement.
09:54–10:48	Identify the key components of an effective onboarding programme, including training and integration.
10:48–11:00	Explore common challenges faced during onboarding processes and how to overcome them.
11:00–11:30	**Coffee break**
11:30–12:12	Explore common challenges faced during onboarding processes and how to overcome them. (continued)
12:12–13:06	Discuss the impact of onboarding on employee retention, performance, and organisational culture.
13:06–14:00	Review best practices from successful onboarding programmes across various industries.

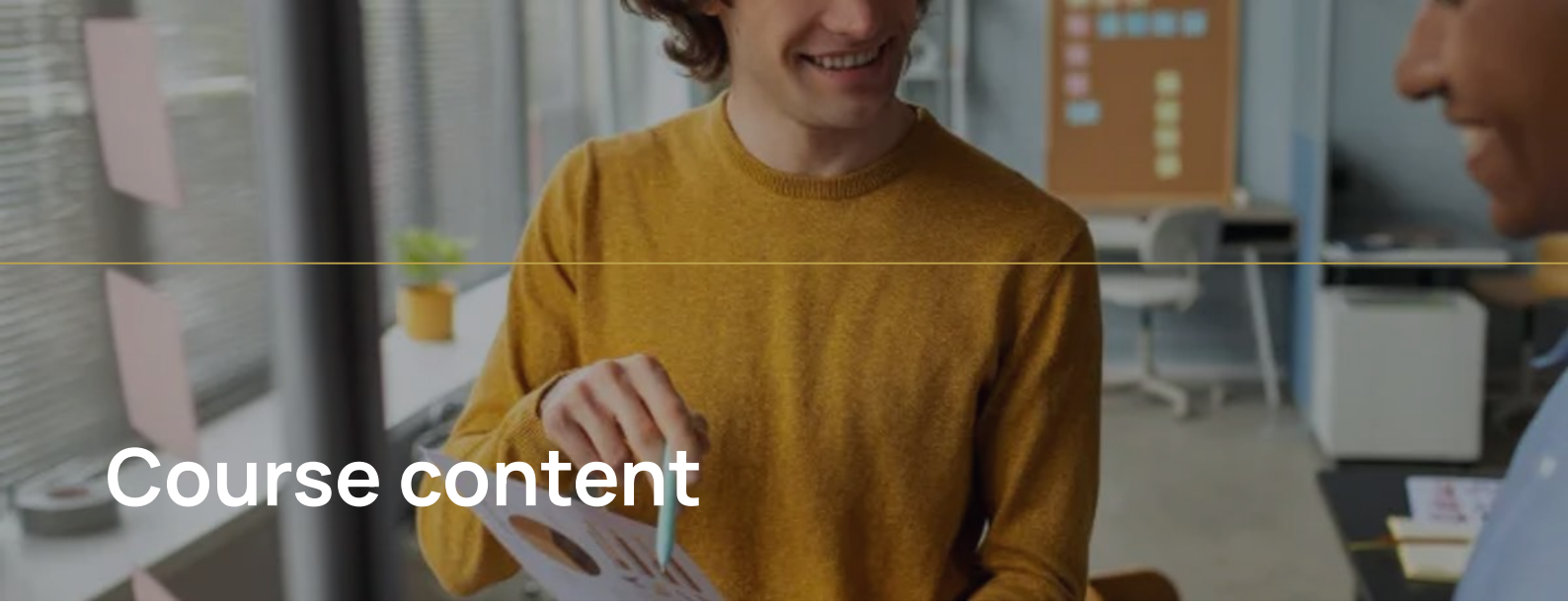
Day 2: Designing an Effective Onboarding Programme

Applied activity: Working in groups, participants will design an onboarding programme for a fictional company, including timelines, checklists, and training modules. They will present their designs to the class for feedback, focusing on alignment with organisational goals.
Output: A comprehensive onboarding programme document that includes timelines, checklists, and training plans.

09:00–09:54	Establish objectives for onboarding aligned with organisational goals and employee expectations.
09:54–10:48	Create a structured onboarding timeline for new hires that includes key milestones and activities.
10:48–11:00	Develop onboarding checklists to ensure comprehensive coverage of essential topics and resources.
11:00–11:30	**Coffee break**
11:30–12:12	Develop onboarding checklists to ensure comprehensive coverage of essential topics and resources. (continued)
12:12–13:06	Incorporate company culture into the onboarding process to enhance new hire engagement.
13:06–14:00	Design training modules tailored to specific roles and departments, ensuring relevance and effectiveness.

Day 3: Engagement Strategies for New Hires

Applied activity: Participants will create an engagement plan that includes mentorship pairings and social integration activities for new hires. They will role-play scenarios to practice implementation and gather feedback from peers on their plans.
Output: An engagement strategy document that outlines activities and mentorship pairings.



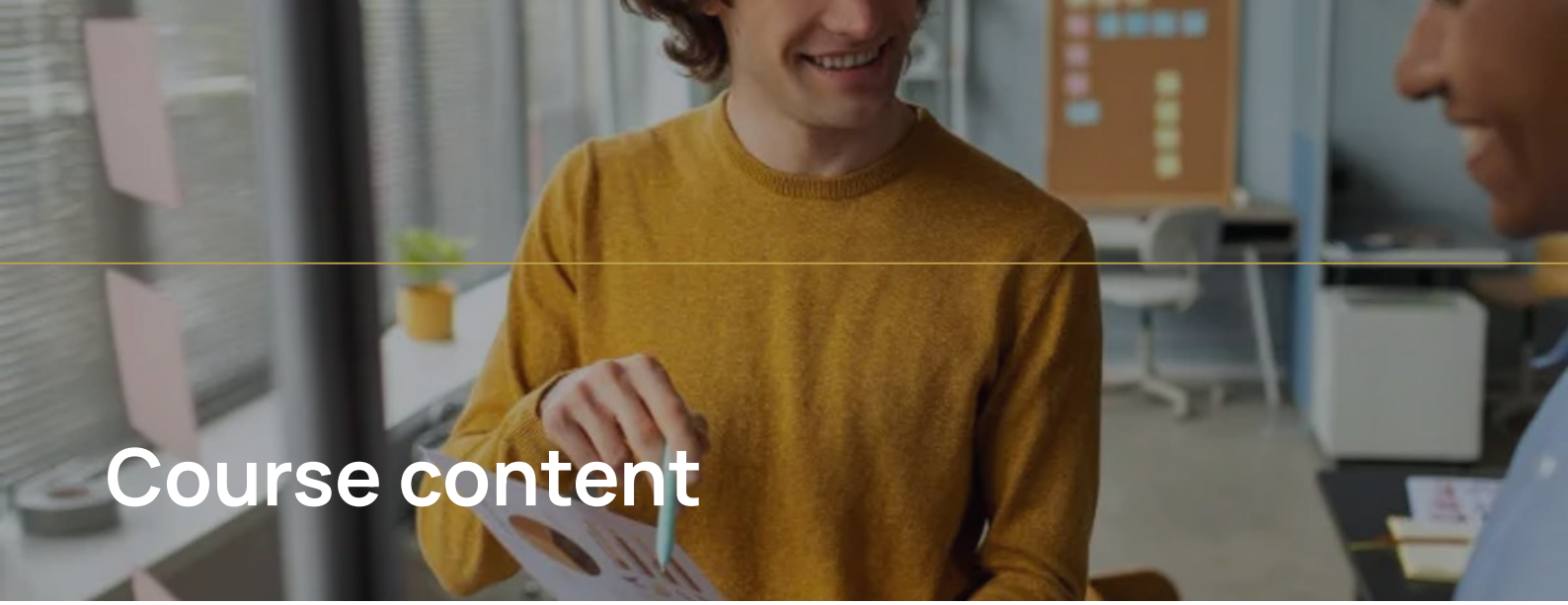
Course content

09:00–09:54	Explore techniques to foster engagement during the onboarding process, including social integration activities.
09:54–10:48	Discuss the role of mentorship and buddy systems in onboarding and their impact on retention.
10:48–11:00	Identify methods to gather feedback from new hires to improve the onboarding experience.
11:00–11:30	**Coffee break**
11:30–12:12	Identify methods to gather feedback from new hires to improve the onboarding experience. (continued)
12:12–13:06	Implement strategies to encourage social integration within teams and departments during onboarding.
13:06–14:00	Evaluate the impact of engagement on retention rates and employee satisfaction.

Day 4: Evaluating Onboarding Effectiveness

Applied activity: Participants will develop a feedback survey for new hires and outline a plan for analysing the results to improve the onboarding process. They will simulate feedback collection and analysis, discussing potential adjustments based on findings.
Output: A feedback survey and analysis plan that includes proposed metrics for success.

09:00–09:54	Identify key performance indicators (KPIs) for measuring onboarding success and employee integration.
09:54–10:48	Discuss methods for collecting and analysing feedback from new hires to assess programme effectiveness.
10:48–11:00	Explore case studies of organisations that successfully improved onboarding through evaluation.
11:00–11:30	**Coffee break**
11:30–12:12	Explore case studies of organisations that successfully improved onboarding through evaluation. (continued)
12:12–13:06	Implement continuous improvement strategies for onboarding processes based on feedback and performance data.
13:06–14:00	Create a feedback loop for ongoing programme enhancement and adaptation to changing needs.



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Day 5: Integrating Onboarding with Organisational Culture

Applied activity: Participants will create a presentation that outlines how their onboarding programme will integrate and promote organisational culture, including specific examples and anticipated outcomes. They will present their ideas to the group for feedback.
Output: A presentation on integrating culture into onboarding, highlighting key strategies and expected impacts.

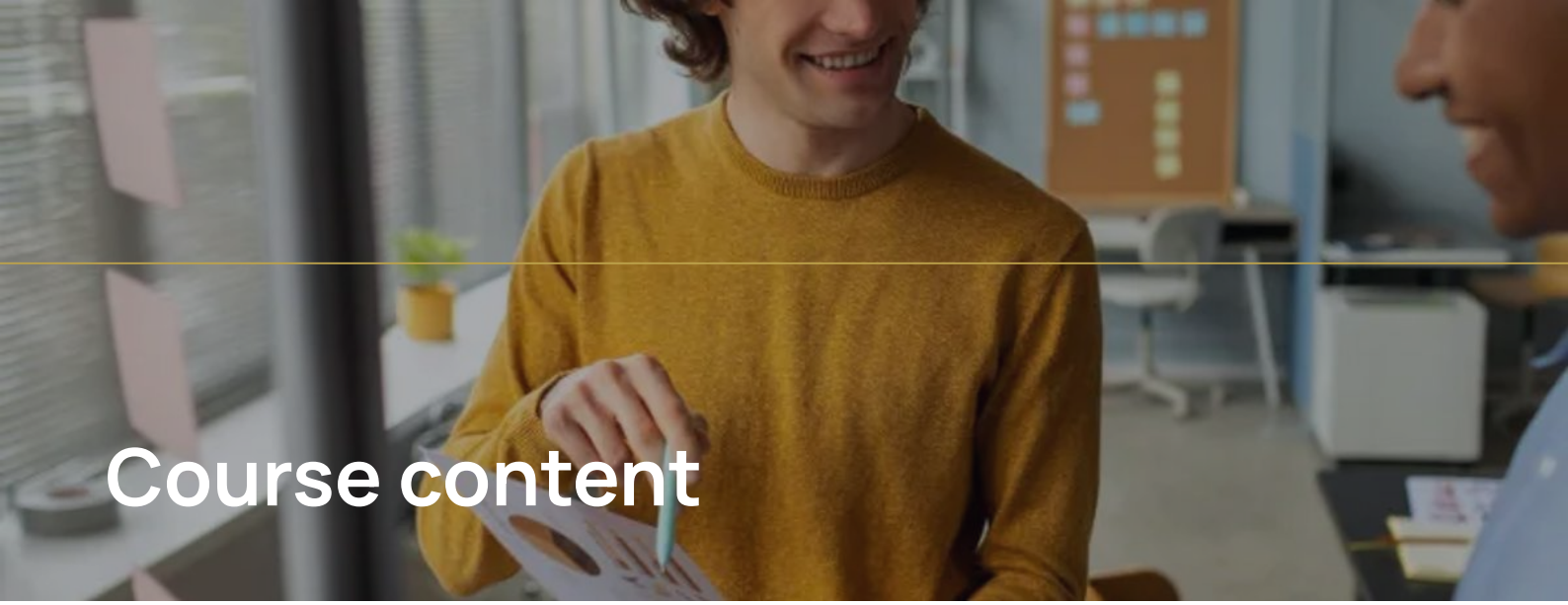
09:00–09:54	Discuss the importance of aligning onboarding with organisational values and mission statements.
09:54–10:48	Explore techniques for communicating culture during onboarding through storytelling and examples.
10:48–11:00	Identify challenges in cultural integration for diverse teams and strategies to address them.
11:00–11:30	**Coffee break**
11:30–12:12	Identify challenges in cultural integration for diverse teams and strategies to address them. (continued)
12:12–13:06	Develop strategies to ensure ongoing cultural alignment post-onboarding through continuous engagement.
13:06–14:00	Evaluate the long-term impact of onboarding on organisational culture and employee performance.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

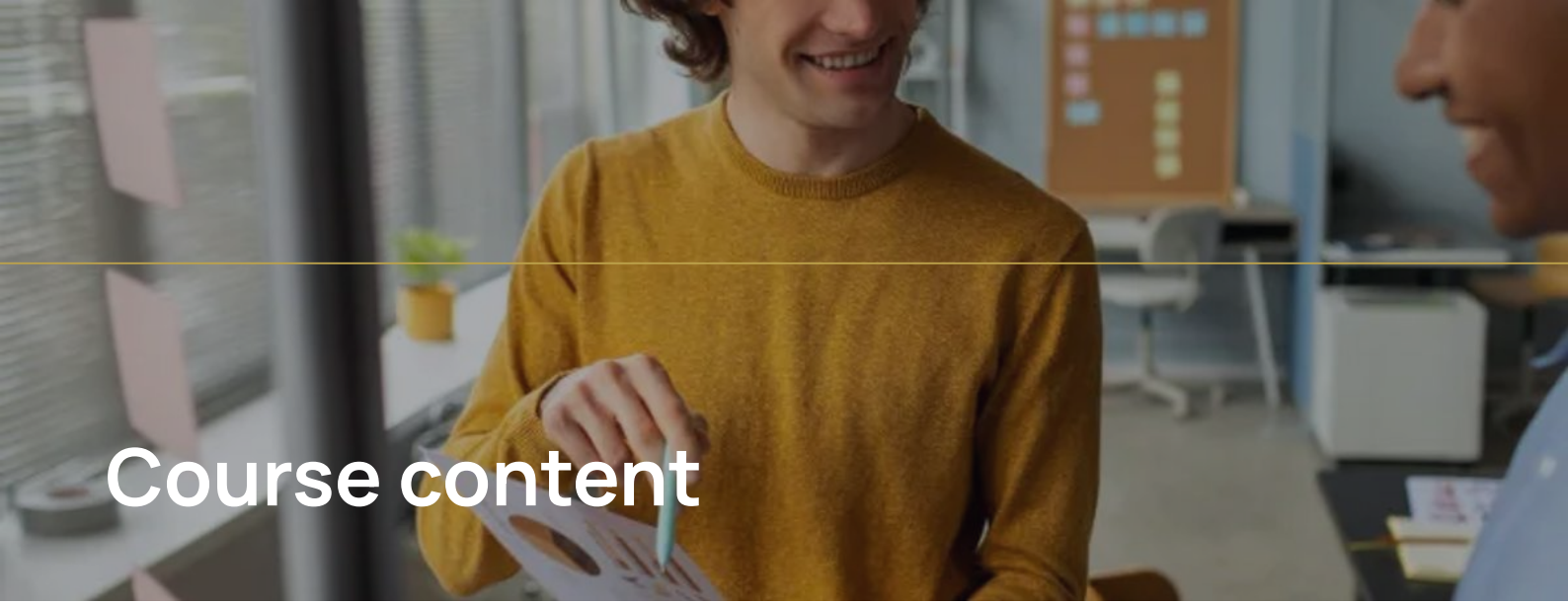
Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Singapore Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,820.-**



Course content

Dates, venues and fees (continued)

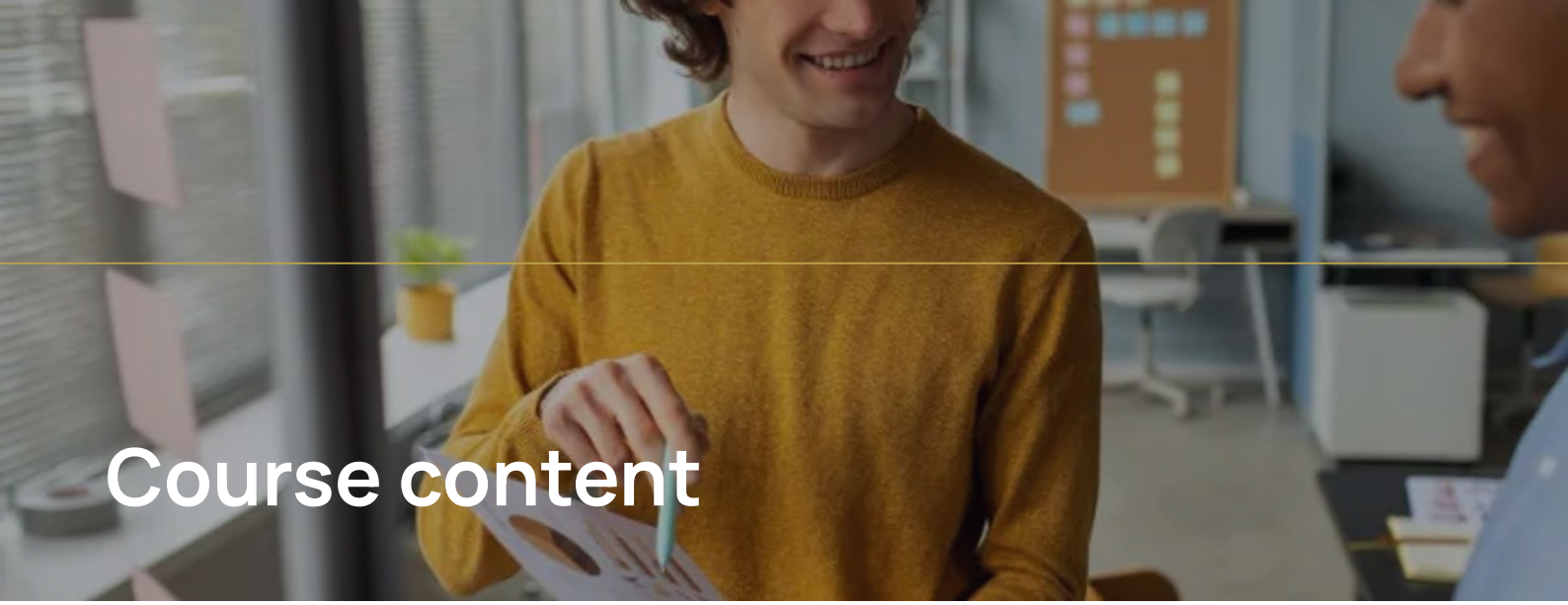
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
London Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**€3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Frankfurt Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,650.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**



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Dates, venues and fees (continued)

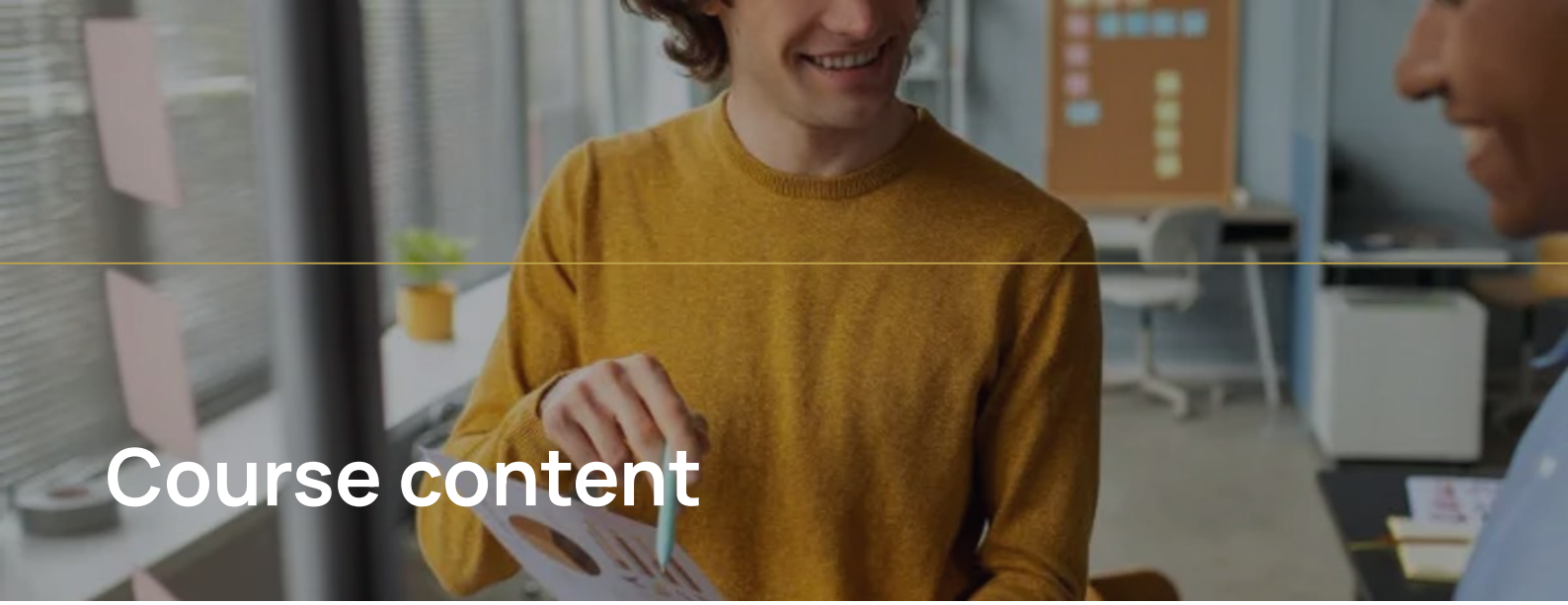
Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,860.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Cape Town Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,890.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
Istanbul Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,650.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**
Amsterdam Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,540.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Singapore Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,820.-**



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Dates, venues and fees (continued)

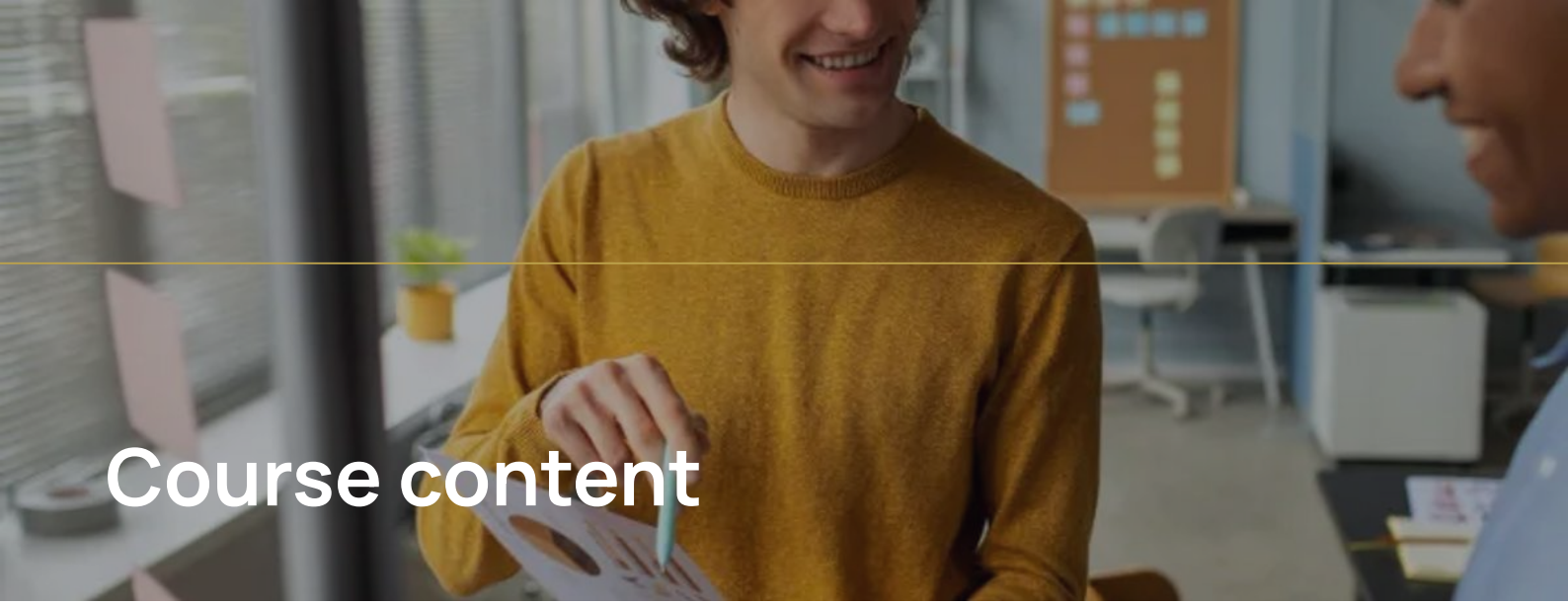
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,450.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Rome Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.-**
Dubai Confirmed dates	19 Apr 2027	23 Apr 2027	**€3,150.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**€2,650.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**



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Dates, venues and fees (continued)

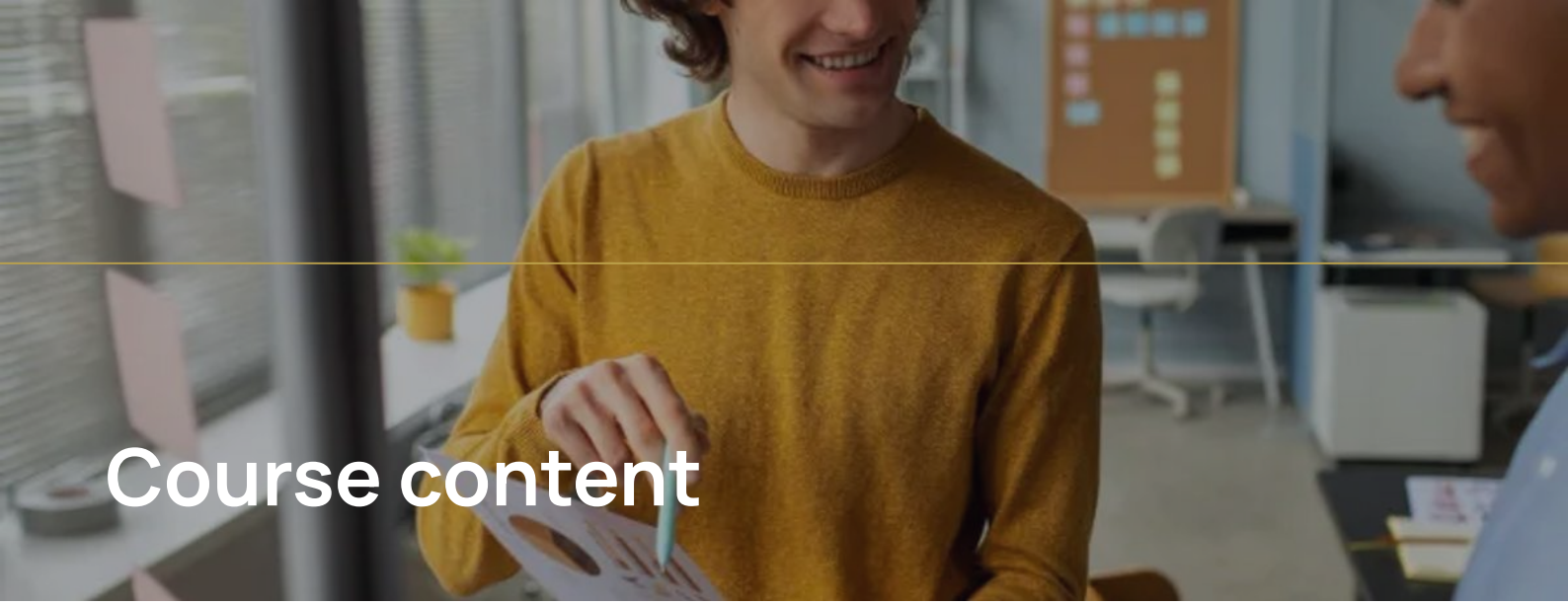
Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	17 May 2027	21 May 2027	**€1,450.–**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.–**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,860.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.–**
Cape Town Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,890.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Istanbul Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Amsterdam Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,540.–**



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Dates, venues and fees (continued)

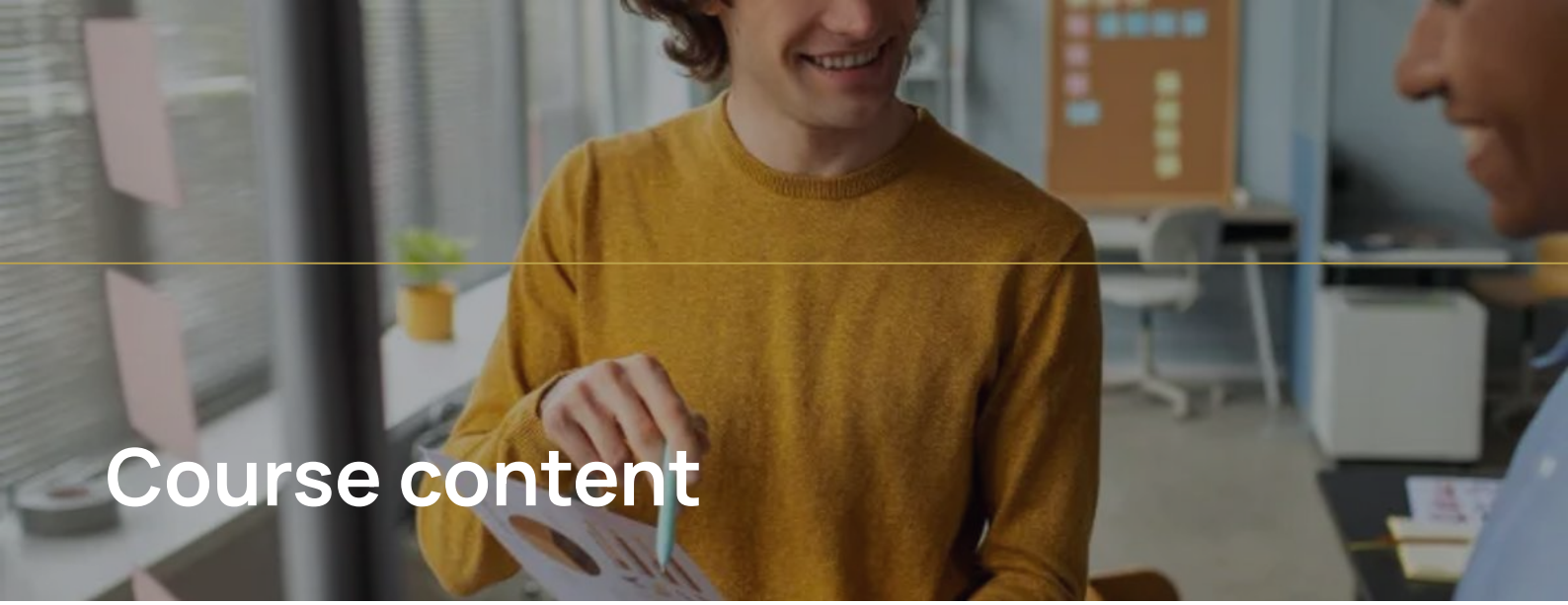
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Singapore Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,820.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
London Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**€3,150.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Vienna Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,940.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**



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Dates, venues and fees (continued)

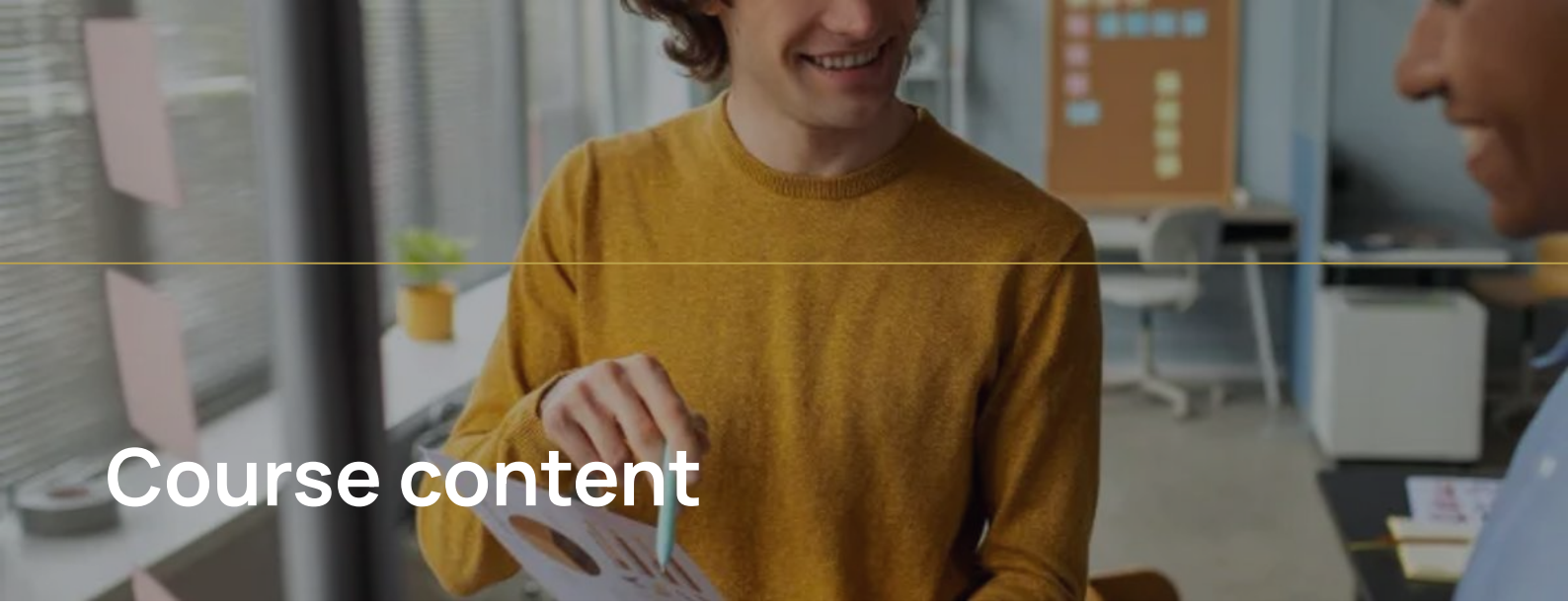
Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,650.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Paris Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,860.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Istanbul Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,650.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,840.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**
Amsterdam Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,540.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**
Singapore Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,820.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
London Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**€3,150.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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