

HUMAN RESOURCES | COURSE BROCHURE

Onboarding Programmes That Retain Talent

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

Explore current programmes

https://smart-horizon.eu



Course content

Why attend

Many new hires decide in their first months whether they will stay. This course shows how to design onboarding that accelerates productivity and builds commitment: pre-boarding, first-day and first-week experience, role clarity, buddies and mentors, manager responsibilities, digital onboarding and measuring onboarding success.

Early turnover is costly and largely preventable. You will learn to design onboarding that helps people succeed and stay.

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

Onboarding journey design, case studies, checklist development and measurement planning.

Course objectives

By the end of this course, participants will be able to:
• Explain the impact of onboarding on retention
• Design pre-boarding and first-week experiences
• Clarify roles and early goals
• Set up buddy and mentoring support
• Define manager responsibilities
• Measure onboarding effectiveness

Target audience

This course is suitable for:
• HR and onboarding coordinators
• Talent acquisition professionals
• Line managers
• Learning and development staff
• HR business partners



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Target competencies

Participants will develop competencies in:

- Onboarding design
- Experience planning
- Manager enablement
- Mentoring
- Measurement

Course outline

Day 1: Why Onboarding Matters

09:00–10:08	Early turnover
10:08–11:00	Productivity curve
11:00–11:30	**Coffee break**
11:30–11:45	Productivity curve (continued)
11:45–12:53	Current practice review
12:53–14:00	Exercise

Day 2: Before and First Day

09:00–10:08	Pre-boarding
10:08–11:00	First day design
11:00–11:30	**Coffee break**
11:30–11:45	First day design (continued)
11:45–12:53	Welcome practices
12:53–14:00	Workshop

Day 3: First Months

09:00–10:08	Role clarity and goals
10:08–11:00	Buddy programmes
11:00–11:30	**Coffee break**



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11:30–11:45	Buddy programmes (continued)
11:45–12:53	Check-ins
12:53–14:00	Exercise

Day 4: Managers and Digital

09:00–10:08	Manager checklists
10:08–11:00	Digital onboarding
11:00–11:30	**Coffee break**
11:30–11:45	Digital onboarding (continued)
11:45–12:53	Remote hires
12:53–14:00	Case study

Day 5: Measuring

09:00–10:08	Onboarding metrics
10:08–11:00	Feedback
11:00–11:30	**Coffee break**
11:30–11:45	Feedback (continued)
11:45–12:53	Improvement
12:53–14:00	Action plan

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.



Course content

Dates, venues and fees

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

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,890.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Kuala Lumpur Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Dubai Confirmed dates	4 Jan 2027	8 Jan 2027	**€3,150.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Barcelona Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,840.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Amsterdam Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,540.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Istanbul Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,650.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Dubai Confirmed dates	22 Mar 2027	26 Mar 2027	**€3,150.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	3 May 2027	7 May 2027	**€1,890.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	17 May 2027	21 May 2027	**€2,860.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,840.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Rome Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	23 Aug 2027	27 Aug 2027	**€3,150.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Frankfurt Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Vienna Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,940.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,890.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Vienna Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,940.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

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

info@smart-horizon.eu
Amsterdam
The Netherlands

View the latest course details online