

# DNR A THREE-YEAR-OLD ONBOARDING PROGRAM



## WORKFORCE PERFORMANCE AND DEVELOPMENT TIPS

By Abigail Mirarchi, Accelerated Instructional Media, Inc.

Do not reuse or resuscitate a three-year-old onboarding program to save time and money. It will provide an unfavorable employee experience and cost the company much more of both.

Times have changed. More time is invested in strategic workforce planning. New and enhanced technology, and operations besides team dynamics, and workplace culture, continue to evolve. Think about your organization today compared to three years ago. Have processes and procedures changed? Finding soft-skill competencies is essential to establish early besides the traditional operational hard-skills?

Onboarding is an essential and vital part of any company's hiring procedure. Hiring, training, and bringing new

employees on board is time-intensive and expensive. However, it is a secure investment that has measurable returns. Done well, the onboarding experience begins the foundation to support how employees integrate into their new role, how they develop, and grow the value of the company.

Effective onboarding reduces the likelihood of losing highly skilled workers to a competitor, lowers costs related to employee turnover, increases productivity, and produces a cohesive, productive workforce faster.

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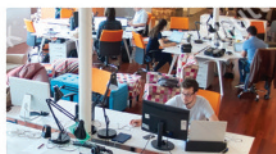
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## WORKFORCE PERFORMANCE AND DEVELOPMENT TIPS

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**Here are five tips to consider when building, enhancing, and implementing your onboarding program:**

- 1. Define onboarding, the benefits, and the purpose** – create a checklist specific to your organization and align it with how it pertains to your industry, department, and team as well as the overall goals for each.
- 2. Recognize critical stakeholders in the planning and onboarding process** – including Human Resources, Reporting Managers, Trainers, Qualified Mentors, Approved Shadow Leads, and IT.
- 3. Create clarity with defined expectations** – list the expectations of the new employee, especially if this is a new role. Define your expectations of the supporting onboarding team. This list can be beneficial when revisiting a current employee's job description to see if changes need to be made.
- 5. Value and respect the importance of resiliency and flexibility** – actions speak louder than words, so think about activities that improve your resiliency to embrace diversity, adversity, acceptance, and goals. Be self-aware of what you can let go, delegate, and support.

The new hire phase is a critical time for the employee and the company. Having a structured set of procedures will make the onboarding experience run smoother and generate a higher probability of employee and company success.

*Abigail Mirarchi is the owner of Accelerated Instructional Media, Inc, a workforce performance & development consulting company in Leesport, PA. For more information, call 610.730.7681; website: AIM2train.com. HR, T&D and L&D leaders are encouraged to book a free onsite or virtual consultation.*

- 4. Identify and embed ways to engage and follow up** – the onboarding experience will continually improve when conversations continue with your managers, new hires, and onboarding support staff.

