

Course : Successful onboarding

Integrate and train your new employees

Practical course - 1d - 7h00 - Ref. IFL

Price : 930 CHF E.T.



4,4 / 5

Integrating a new employee represents a major challenge for the company, and a stressful adaptation phase for the candidate. This course will show you how to provide successful support by setting up a process that encourages the social and professional integration of the new employee.



Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Offer an effective, tailored induction program for new employees
- ✓ Plan the training of new employees for their position
- ✓ Ensure that the employee fits in well with the company, the team and his/her job, and intervene if this is not the case.
- ✓ Supporting employees by taking into account their well-being and motivation

Intended audience

HRD, HRM, recruitment managers or anyone who has to support the integration of new employees as part of their job.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Construction of practical and methodological tools. Exchange of experiences.

Course schedule

PARTICIPANTS

HRD, HRM, recruitment managers or anyone who has to support the integration of new employees as part of their job.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 The challenges of onboarding

- Understand the challenges, impact and risks of onboarding.
- Take inspiration from the different onboarding processes available, depending on the issues at stake.
- Take your company's employer brand into account.
- Involve managers in the success of onboarding.

Hands-on work

Identify the characteristics of successful onboarding and the challenges faced by participants' companies. Case study: conducting an effective interview with the future employee's manager.

2 Preparing to welcome new employees

- Develop a common onboarding process for all new employees.
- Distinguish the specificities of each business to create adapted processes.
- Mobilize the team and make them aware of the arrival of a new employee.
- Identify the benefits and role of a mentor or sponsor in onboarding.
- Take into account the new employee's specific needs: disability, cultural differences, talent, etc.

Hands-on work

Build an onboarding plan adapted to a typical profile and talent. In groups, work on an integration alert/monitoring procedure to anticipate any difficulties or unsuitability for the job, and take the necessary steps to manage the situation.

3 Monitoring new employees during their integration

- Define a training plan based on the job's specificities.
- Gather feedback from the new employee, the rest of the team and his or her manager to ensure that the new employee fits in.
- Monitor the employee's level of motivation to ensure a successful integration.

Hands-on work

Construction of an initial training plan and an assessment plan. Role-playing exercises and interviews with new employees to assess their skills development.

4 Evaluation and feedback

- Evaluate the effectiveness of the onboarding process.
- Analyze the trial period.
- Conduct a pre-termination interview, whatever the decision.

Hands-on work

Draw up an assessment procedure and define performance indicators.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 17 June, 22 Sep., 23 Nov.