



HUMAN RESOURCES AND TRAINING

Effective Employee Onboarding

Course code: HRT-042

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

A successful onboarding process helps new employees integrate quickly, become productive faster, and build strong engagement from the first day. This course provides participants with practical tools and strategies to design and manage effective onboarding programs that improve retention, strengthen company culture, and create a positive employee experience.

Why Attend

This course uses an interactive approach through presentations, case studies, group discussions, practical exercises, onboarding planning activities, and real workplace examples to help participants build effective onboarding systems.

Who Should Attend

HR Professionals
Recruitment Officers
HR Managers
Team Leaders and Supervisors
Department Managers
Learning and Development Staff
Anyone involved in welcoming new employees

— Learning Objectives

- Understand the importance of structured onboarding
- Design effective onboarding programs
- Improve new employee engagement and retention
- Accelerate employee productivity and performance
- Strengthen communication during onboarding
- Support managers in the onboarding process
- Measure onboarding success and outcomes
- Build a positive first employee experience

Course Outline

DAY
1

Introduction to Employee Onboarding

- Importance of onboarding in employee success
- Difference between orientation and onboarding
- Key stages of the onboarding journey
- Common onboarding challenges
- Roles of HR and line managers
- Building first impressions that matter

DAY
2

Designing an Effective Onboarding Program

- Creating onboarding objectives
- Developing onboarding schedules and checklists
- Pre-boarding activities before day one
- Workplace readiness and documentation
- Introducing policies and procedures
- Aligning onboarding with company culture

DAY
3

Engagement and Early Performance Success

- Building connections with teams and leaders
- Effective communication with new hires
- Setting expectations and goals
- Coaching during the first 90 days
- Supporting confidence and motivation
- Early performance monitoring

DAY
4

Technology and Continuous Support

- Using digital onboarding tools
- Remote and hybrid onboarding practices
- Mentoring and buddy systems
- Feedback during onboarding
- Solving common adjustment issues
- Maintaining engagement after onboarding

DAY

5

Measuring and Improving Onboarding Results

- Key onboarding success metrics
- Measuring retention and productivity impact
- Collecting feedback from new employees
- Improving onboarding processes continuously
- Best practices from leading organizations
- Final workshop: Build an onboarding action plan

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Munich - Germany	€2,125
16 - 20 November 2026	London - United Kingdom	€2,125
7 - 11 December 2026	Amsterdam - Netherlands	€2,125
21 - 25 December 2026	Paris - France	€2,250
11 - 15 January 2027	Munich - Germany	€2,125
8 - 12 February 2027	London - United Kingdom	€2,100
8 - 12 March 2027	Kuala Lumpur - Malaysia	€1,400
12 - 16 April 2027	London - United Kingdom	€2,100

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.