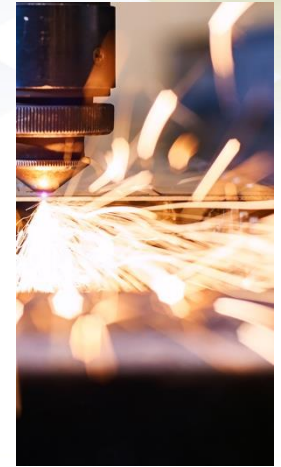


Structured On-Boarding and On-the-Job Training

KEY POINTS

- Recap
- Best Practices in On-Boarding
- Successful OJT
- Discussion



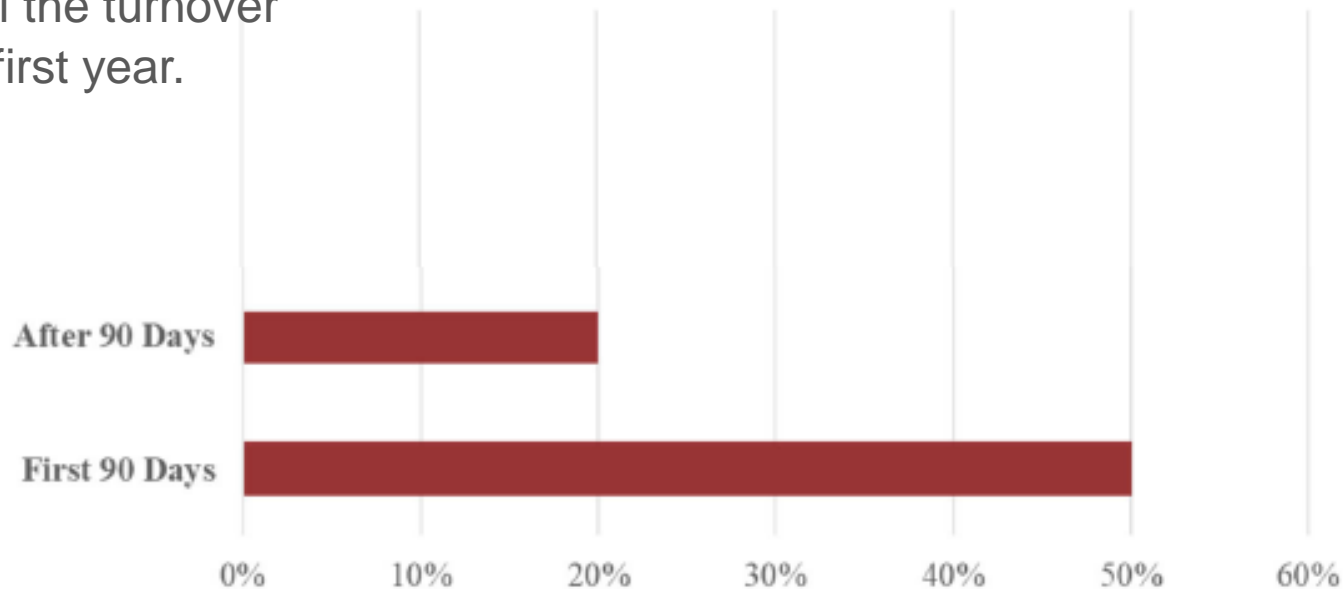
Goal...



Be the Employer of Choice

WORK INSTITUTE 2018 RETENTION REPORT

40% of all the turnover was in the first year.



Best Practices to Attract & Retain

Strong Onboarding & Buddy System

Career Pathways/Align to Pay

Structured OJT

Regular Feedback starting Day 1



Defining Onboarding

Why is onboarding important?

Recruitment, selection and training costs:

- Frontline worker: ~\$4,000.00
- Executive: ~\$50,000.00

Data on onboarding from various studies:

- 1/3 of external hires are not with the organization after two years.
- Formal onboarding increases the chance of keeping a new employee for at least three years by 69%.
- Only half of new hires rated their onboarding programs highly.



Strong Onboarding | Key Points

Share Mission and Vision

Gear

Company Swag



Buddy Programs

- Rotate frequently
- Mix up the crowd
- Tap into recent hires



Keep in mind

Connections and experiences

Workplace value

**Visibility on how their work
fits into the big picture**

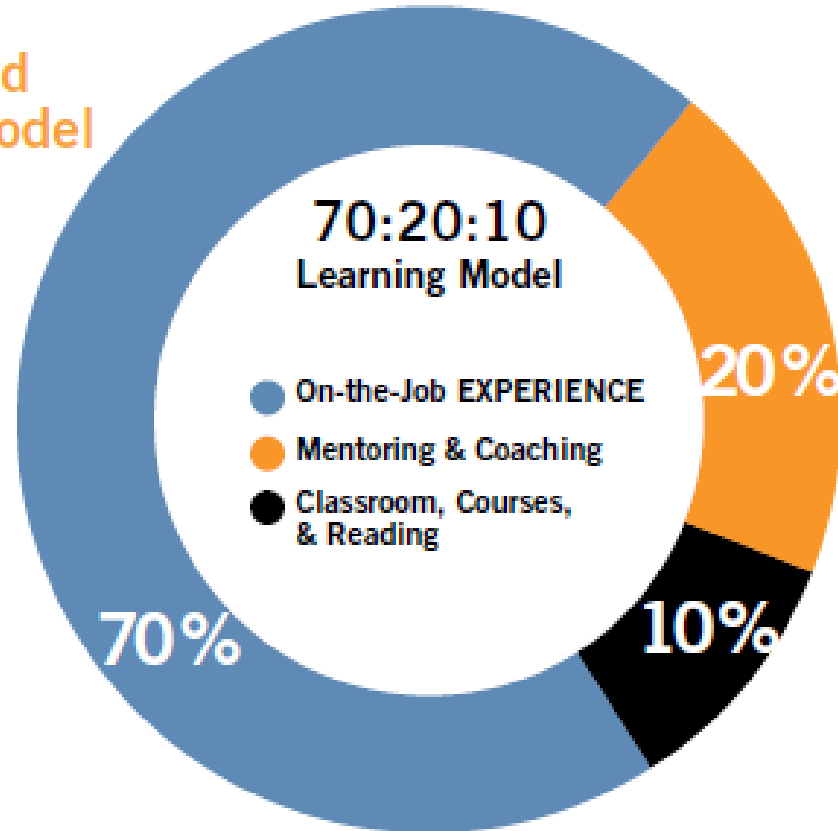


Clear Training and Career Pathways



70/20/10 Learning Model

Old
Model

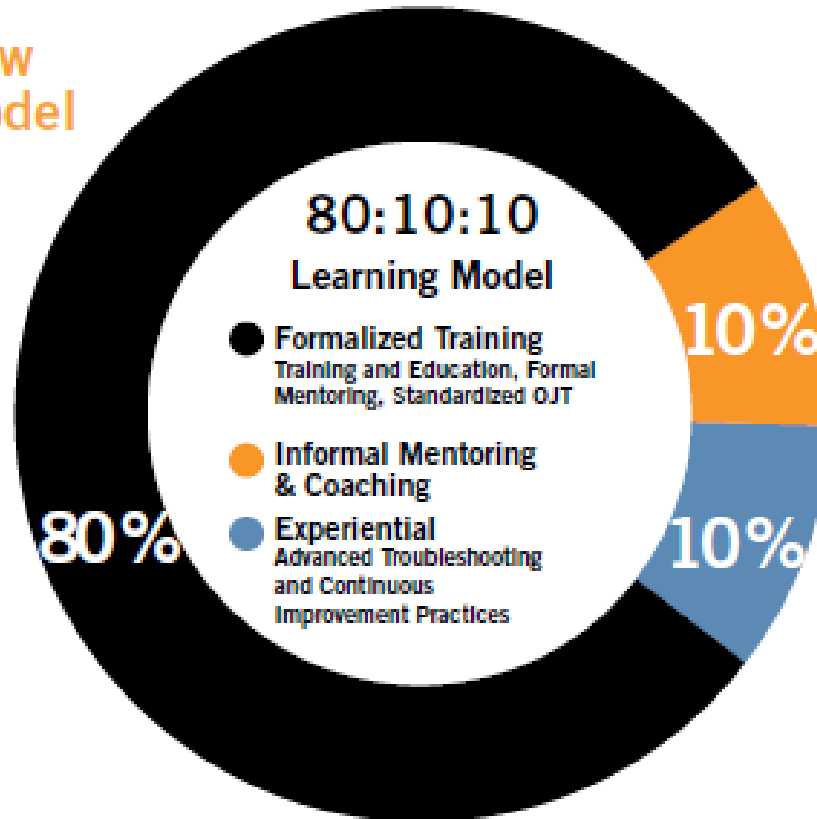


A Structured Pathway

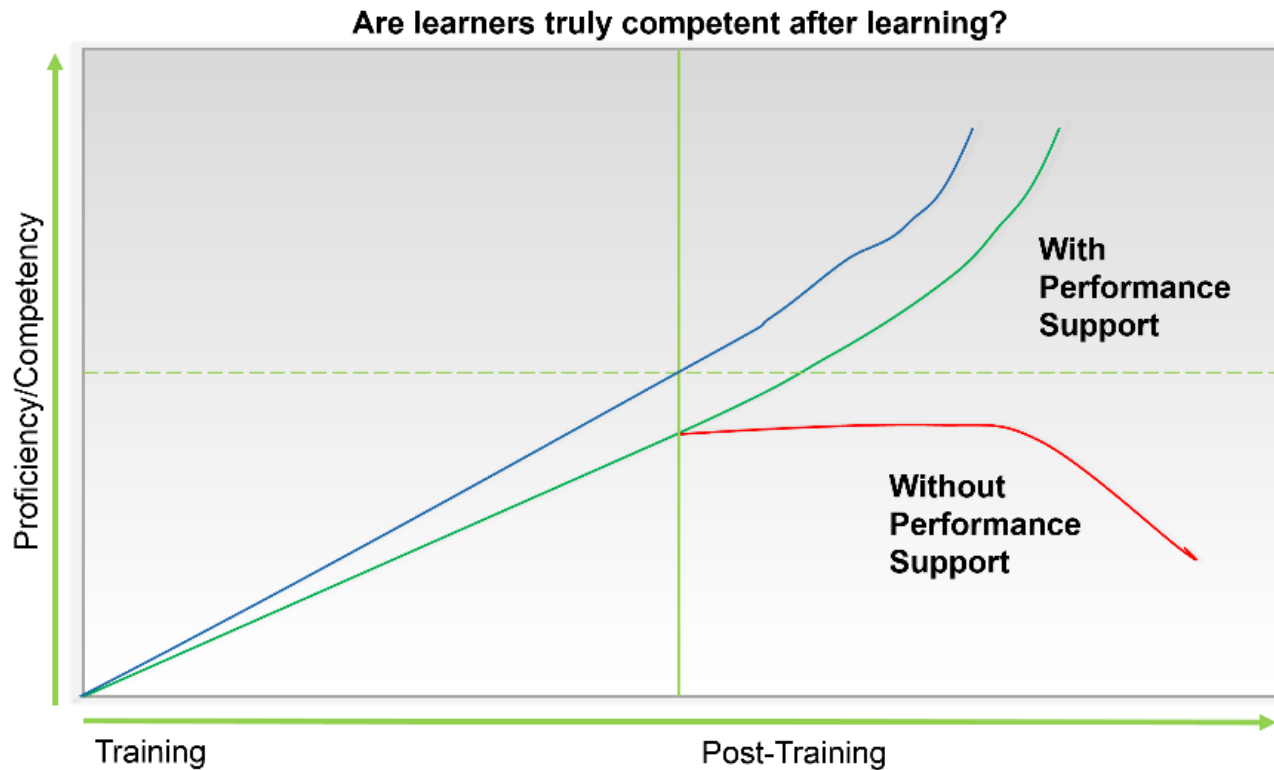


80/10/10 Learning Model

New
Model



Performance Support

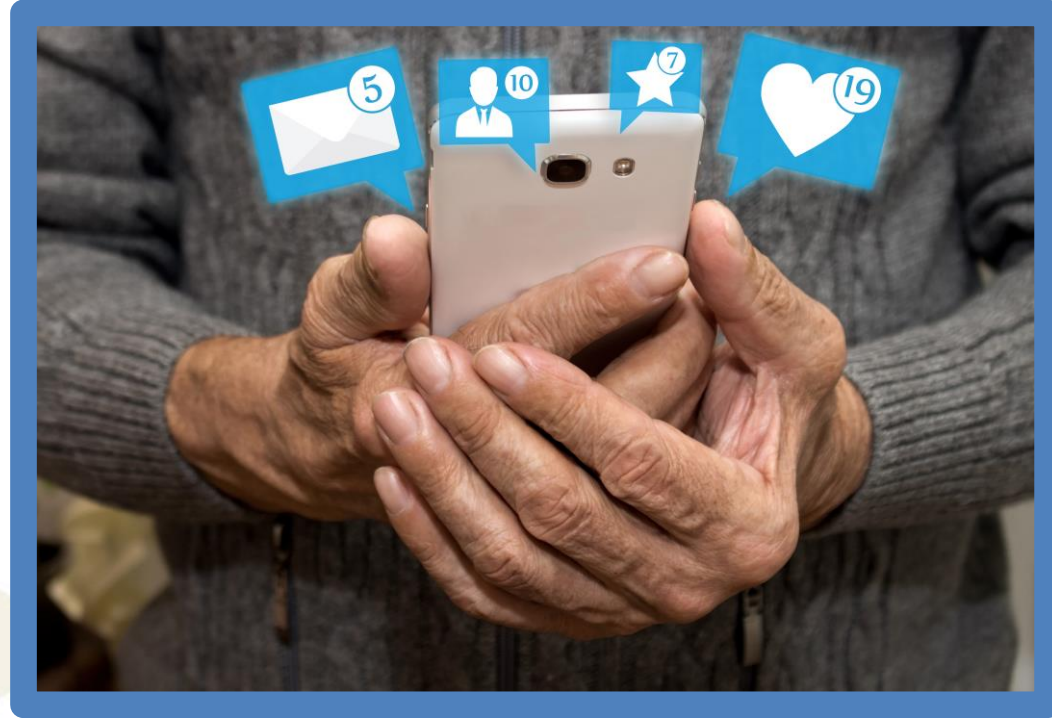


Performance Support



Social Learning

- Push content through apps.
- Build knowledge-sharing within the organization.
- Encourage mentoring and bridging of generational gaps.



Training Tools and Techniques

Things to think about when designing your onboarding & on-the-job-training

Design for Social Distancing

- Can you apply technology to complete training needs?
- Can you use larger spaces when new hires need to learn in a single setting?
- Can you apply safety checks for new hires prior to starting their day?
- Can you assign mentors who use virtual means and platforms to communicate with new hires?



Final Tips

- Encourage communication
- SWOT
- Start small
- HILOs



Future Discussions:

- When can we continue the conversation?





Discussion

Thank you!

Please connect with me via LinkedIn or at
denise.ball@toolingu.com to continue the conversation.