

# Induction Programs

Program Outline



# Induction Programs

Induction programs must move beyond presentations and be memorable experiences for new hires. Rather than a single template for everyone, the onboarding journey must be customized according to the needs and complexities of each role.

Knowing how to structure a good induction program for new hires helps create a good first impression and helps them connect with peers and managers to feel like part of the team. You must be able to give them enough information about the company and its policies without creating a situation of information overload. This keeps a 'them' vs. 'us' syndrome from developing and helps employees build confidence in themselves and their teams.

While induction programs may be largely informal, they should never be considered optional. Giving new employees a good onboarding experience reduces their chances of leaving the organization, thus lowering attrition rates and improving brand value.

## Objectives

The Induction Programs course will help you:

- ▶ Build programs that make a good impression on new hires
- ▶ Strategize techniques to familiarize inductees with company procedures, policies and job-specific information
- ▶ Introduce company culture and ethos and build a sense of belongingness
- ▶ Address new job concerns
- ▶ Design programs for participants to connect and bond with other employees
- ▶ Lower employee attrition rate

## Course Module

Understanding the need for effective induction programs

Best practices for induction programs

- Different strokes for different folks
- Leveraging technology
- Facilitating informal interactions
- Building pride
- Building a sense of community
- Early wins
- Creating roadmaps

## Things to avoid when designing induction programs

- Limiting induction programs to the joining day
- Information overload
- Insufficient interaction with reporting manager
- Delays and stretched-out programs

## Industry examples of effective induction programs

## Themes that can make an induction program memorable

- We before Me
- From We to Me
- Agile Mindset
- Gamified Learning

## Planning virtual induction programs