**London TDM**

# Finance and Accounting

**Course Venue:** United Kingdom - London

**Course Date:** From 28 June 2026 To 02 July 2026

**Course Place:** London Paddington

**Course Fees:** 6,000 USD

## Introduction

Welcome to the "Onboarding Strategies and Induction Program Design" course. This intensive five-day program is designed to provide HR professionals, managers, and team leaders with the tools and techniques needed to design effective onboarding strategies and induction programs. Our focus will be on creating welcoming and engaging environments that help new employees feel supported, informed, and motivated to perform their best from day one.

## Objectives

- Understand the fundamentals of effective onboarding and induction programs.
- Identify key components of successful employee integration strategies.
- Develop customized onboarding programs tailored to organizational needs.
- Enhance employee engagement and retention through effective onboarding.
- Evaluate and refine onboarding programs for continuous improvement.

## Course Outlines

### Day 1: Fundamentals of Onboarding

- Introduction to onboarding: Purpose and importance.
- Understanding the difference between onboarding and orientation.
- Key elements of a successful onboarding strategy.
- Case studies: Successful onboarding programs in various industries.
- Initial assessment: Identifying current onboarding strengths and weaknesses.

### Day 2: Designing the Onboarding Experience

- Mapping the new hire journey: From offer acceptance to full integration.
- Developing a step-by-step onboarding plan.
- Creating clear roles and responsibilities for onboarding facilitators.
- Incorporating cultural and organizational values into the program.
- Interactive workshop: Designing an onboarding roadmap.

### Day 3: Engaging and Retaining New Employees

- Strategies to engage employees from day one.
- Importance of communication and feedback loops in onboarding.
- Building relationships: Mentorship and buddy systems.
- Technology-aided onboarding: Tools and platforms.
- Measuring engagement and early performance indicators.

### Day 4: Customizing Onboarding Programs

- Identifying unique organizational needs and challenges.
- Customizing onboarding for different roles and departments.
- Inclusive onboarding: Supporting diverse and remote teams.
- Legal and compliance considerations in onboarding.
- Interactive session: Tailoring a program to specific organizational requirements.

**Day 5: Evaluation and Continuous Improvement**

- Methods for evaluating onboarding success: KPIs and metrics.
- Gathering feedback from new hires and stakeholders.
- Identifying areas for improvement and iterative development.
- Developing a continuous onboarding improvement plan.
- Final workshop: Presentation of customized onboarding program and feedback session.