

Welcome on board!

Easy and quick onboarding



The necessity of having a new member doesn't take for granted that the onboarding is going to be smooth. The activity will train on how to manage a new entry in a professional and efficient way. Team members will work individually on creating replicable custom lists of activities to be administered to the new member, based on their role within the company.



Target/Purpose

Target: Employers; Employees; co-workers
Purpose: developing awareness and methods about the importance of a smooth onboarding



Requirements

- Large room
- A4 sheets, pens



Output

Create a replicable onboarding and training methodology based on role



Time

3 hours

Step 1

Presentation

Exhibit purpose and modalities of the activity to employees. If the employers are present, they will be on stand-by until Step 3.

Step 2

Production

Let people imagine that they are receiving a new member of the team, and he is going to work in their branch (being that graphic, marketing, commercial, developer, etc..). Then, every participant starts working individually on creating a **list** of training activities to be administered to the new member, imagining a **3-months period**, and the methodology to be adopted.

Step 3

Check & Advise

Once the lists are created and ready, the participants group in their original teams. The employer (or who can take his place, in case he is absent) will pretend to be the new member and will listen to the activities imagined by the participants, one by one, and will then add important suggestions for a correct and more professional

Resources: Image by Gerd Altmann from pixabay.com;
<https://www.altamirahrm.com/it/blog/onboarding-10-consigli-per-orientamento>;
<https://www.ilsole24ore.com/art/onboarding-l-arte-inserire-impresa-nuovi-arrivati--AEyji2DB>

Successful cases: /