



London TDM

## HR Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 22 March 2026 To 26 March 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course, "Effective Onboarding for Employee Retention," is designed to equip HR professionals and managers with the skills and knowledge needed to implement successful onboarding processes. Focused on maximizing employee engagement and retention, the course will explore strategic methods, tools, and best practices that ensure a smooth transition for new hires, ultimately fostering a committed and productive workforce.

## Objectives

- Understand the importance of effective onboarding in employee retention.
- Identify key components of a successful onboarding program.
- Develop strategies to measure and improve onboarding effectiveness.
- Learn to create a welcoming and inclusive onboarding experience.
- Explore case studies and real-world applications of successful onboarding practices.

## Course Outlines

### Day 1: Introduction to Onboarding and Its Importance

- Overview of onboarding and its role in employee retention.
- The onboarding life cycle: Pre-boarding to integration.
- Understanding new hire expectations and experiences.
- The cost impact of poor onboarding practices.
- Interactive session: Analyzing onboarding challenges.

### Day 2: Designing an Effective Onboarding Program

- Key components of a structured onboarding program.
- Customizing onboarding for different roles and levels.
- Incorporating company culture and values into onboarding.
- Checklist creation for a comprehensive onboarding process.
- Workshop: Designing an onboarding roadmap.

### Day 3: Enhancing Communication and Engagement

- Effective communication strategies for new hires.
- Leveraging technology for better engagement.
- Facilitating mentorship and peer-support networks.
- Creating feedback loops for continuous improvement.
- Group activity: Role-playing onboarding scenarios.

### Day 4: Measuring Onboarding Success

- Setting KPIs and success metrics for onboarding.
- Surveys and feedback tools to assess new hire experience.
- Analyzing data to refine onboarding processes.
- Case study analysis: Lessons from successful programs.
- Workshop: Building a dashboard for onboarding metrics.

## **Day 5: Sustaining and Innovating Onboarding Practices**

- Long-term strategies for onboarding innovation.
- Scaling onboarding programs for organizational growth.
- Adapting onboarding to remote and hybrid work environments.
- Exploring new trends and technologies in onboarding.
- Final project: Developing a strategic onboarding plan.