



TRACTUS

**ELEVATE YOUR
ONBOARDING:**

**GOING BEYOND
ORIENTATION**

WEBINAR | APRIL 2024

MEET THE **SPEAKERS**



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Learning Experience



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Learning Strategist

WHO WE ARE

OUR BREAD AND BUTTER IS HELPING
SMALL AND GROWING COMPANIES
TAKE THEIR TALENT DEVELOPMENT TO
THE NEXT LEVEL



FOCUS

The Truth About Onboarding

Best Practices For Effective
Onboarding

Key Takeaways

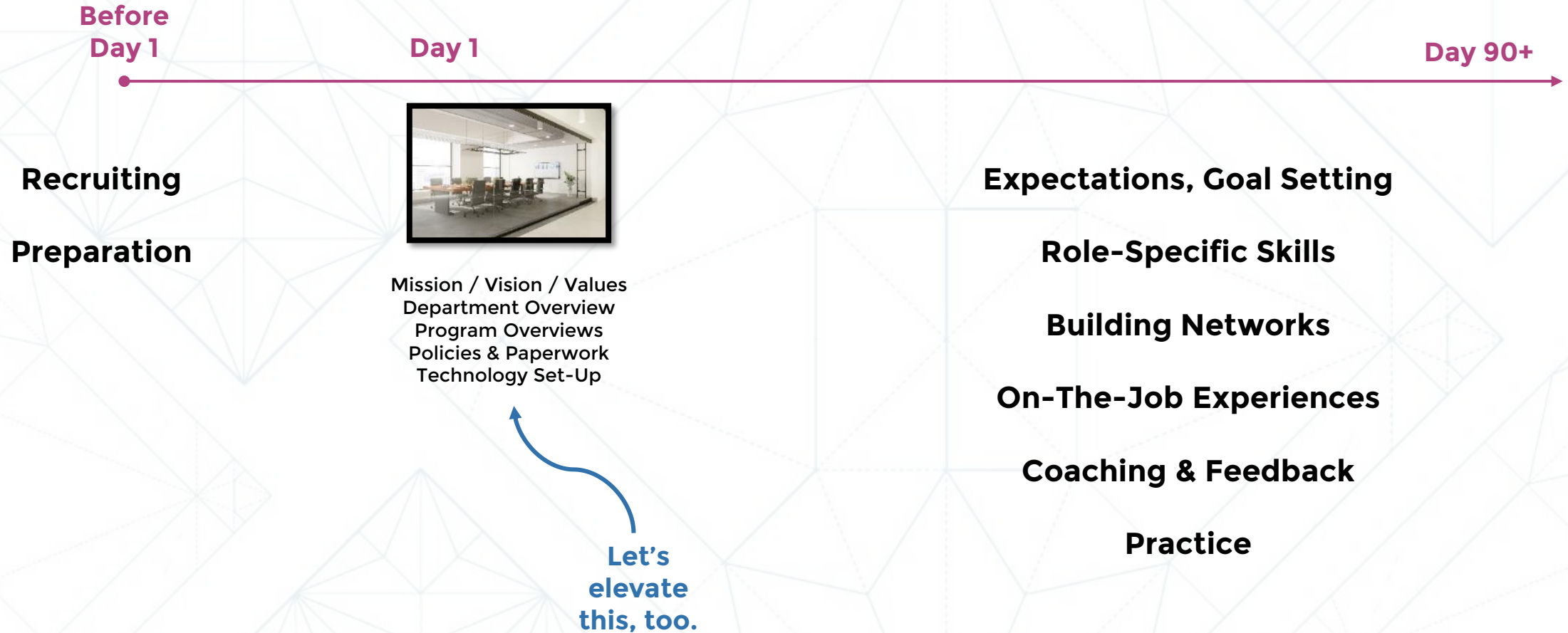


THE TRUTH ABOUT ONBOARDING





ORIENTATION IS NOT ONBOARDING



EFFECTIVE ONBOARDING WINS

3.5x

MANAGER INVOLVEMENT

Employees consider their onboarding experience to be 3.5 times better if their manager is actively involved in the process

↑ 60%

PRODUCTIVITY

An effective onboarding framework can improve employee productivity by 60 percent



CONNECTEDNESS AT WORK

91 percent of those who receive effective onboarding feel strong connectedness at work, compared to only 29 percent of those who had ineffective onboarding

14x

ROLE CLARITY

Employees who felt their onboarding was highly effective were 14 times more likely to have strong role clarity

EFFECTIVE ONBOARDING WINS

A WORKFORCE THAT IS

HIGHLY ENGAGED

INCREASES PROFITABILITY BY

21%

Gallup

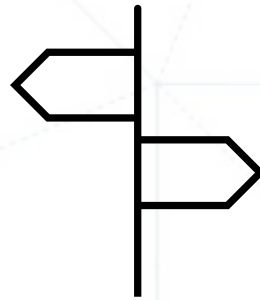
BEST PRACTICES FOR EFFECTIVE ONBOARDING



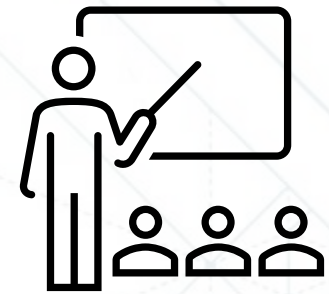
3 FOUNDATIONAL IDEAS TO GET STARTED



**INVOLVE THE RIGHT
PLAYERS**



**PUT A STRUCTURE
IN PLACE**

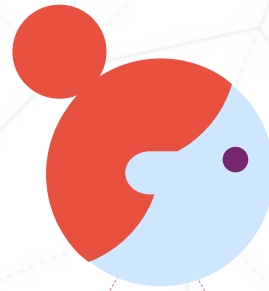


**MOVE BEYOND THE
CLASSROOM**

BEST PRACTICE: INVOLVE THE RIGHT PLAYERS

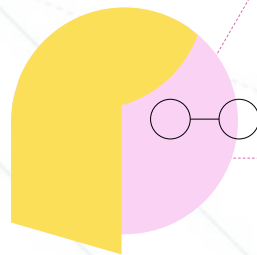
ONBOARDING AS A PARTNERSHIP

EMPLOYEE

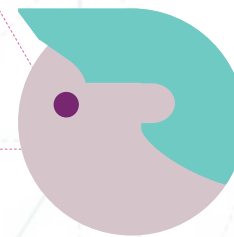


I want to do my best work. I want to grow and learn. I want to be part of something.

I need team members who are engaged and high-performing.



MANAGER

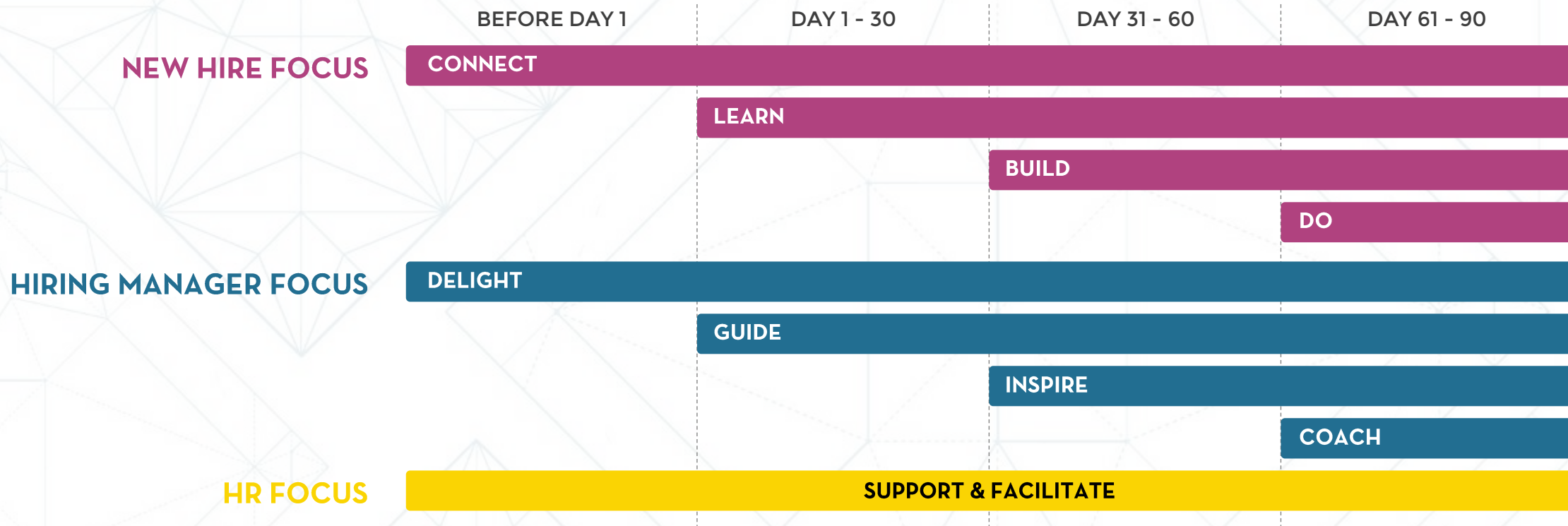


ORGANIZATION
(HR)

An engaged, productive, talented workforce is key to our future.

BEST PRACTICE: PUT A STRUCTURE IN PLACE

BUILD A MATRIXED 90-DAY(+) ROADMAP



BEST PRACTICE: MOVE BEYOND THE CLASSROOM

ARCHITECT LEARNING EXPERIENCES

Articles, Books

Podcasts, TedTalks

Job Aids

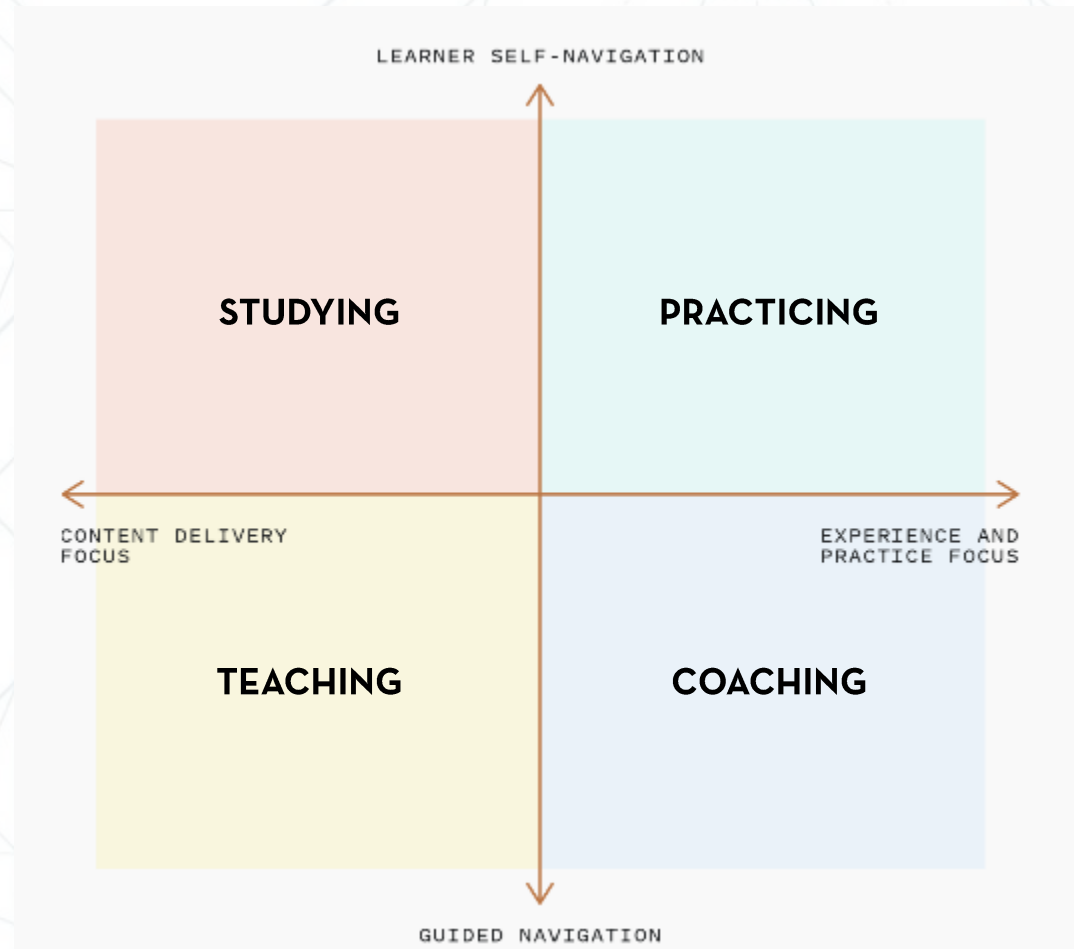
Guides & References

Demonstrations

Learning Videos

eLearning Courses

Classroom Lectures



Tasks

Projects

Cohort Activities

Games

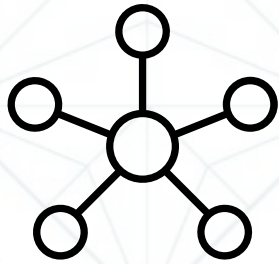
Coaching Conversations

Feedback

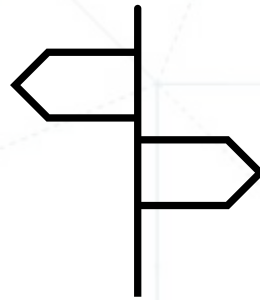
Exercises

Role Plays

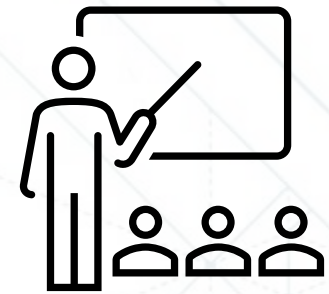
3 FOUNDATIONAL IDEAS TO GET STARTED



**INVOLVE THE RIGHT
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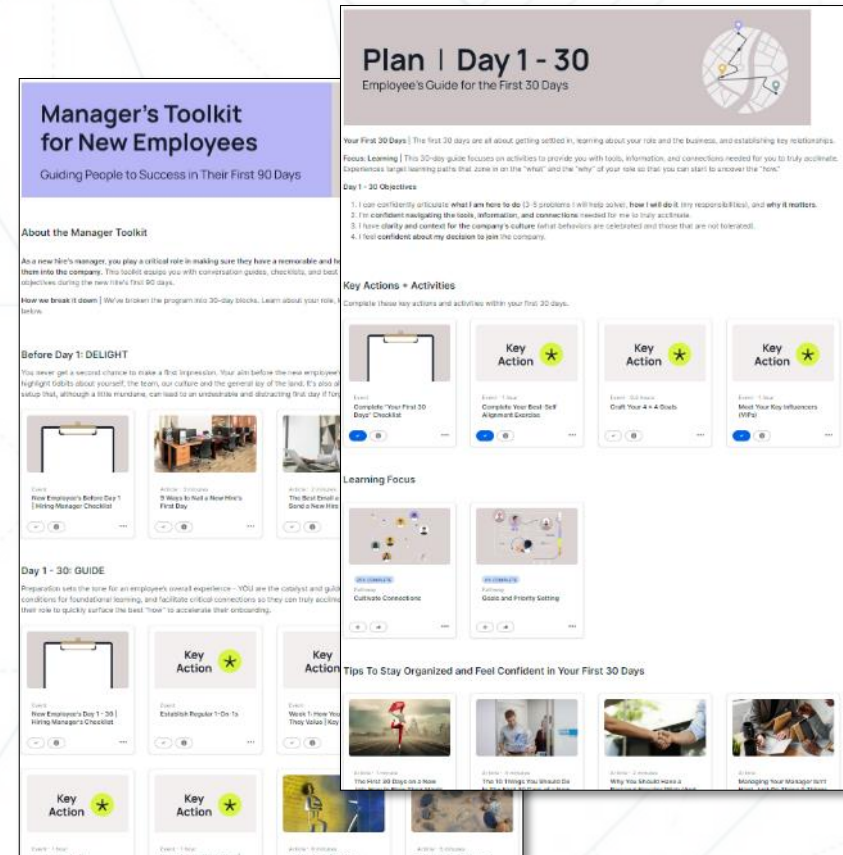
HOW WE CAN HELP



HOW WE CAN HELP

ONBOARDING TOOLKIT

The New Employee Onboarding Toolkit is a comprehensive set of program-based content for new hires, hiring managers, and HR, designed to help **take the guesswork out of the “what” and the “how”** of the high-impact onboarding activities that **guide an employee towards success in their first 90 days.**



HOW WE CAN HELP

SAMPLE CONTENT

Day 1 – 30

LEARN

OBJECTIVES

- I can confidently articulate **what I am here to do** (3-5 problems I will help solve), **how I will do it** (my responsibilities), and **why it matters**.
- I'm confident navigating the **tools, information, and connections** needed for me to truly acclimate.
- I have **clarity and context** for the company's **culture** (what behaviors are celebrated and those that get a big thumbs down).
- I feel **confident** about my decision to join the company.

CLARIFYING EXPECTATIONS MANAGER GUIDE

Expectations Exchange

Clearly communicating expectations accomplish more than any other activity.

As a manager, you set the stage for productivity for each team member. You know what is expected of your team. Without this foundation of communication, you risk confusion, ambiguity, and uncertainty. Without this foundation, you risk confusion, ambiguity, and uncertainty.

Objectives:

- Identify the key expectations for each team member.
- Communicate these expectations clearly and consistently.
- Ensure that team members understand and agree to these expectations.
- Monitor and adjust expectations as needed.

EXPECTATIONS EXCHANGE	CONVERSATION NOTES
What are the key expectations for this role?	
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MEETING KEY INFLUENCERS EMPLOYEE GUIDE

MEET KEY INFLUENCERS

This activity guide helps you cultivate connections up, down, and across the organization so you tap into your best network in your everyday work, now and down the road.

Objectives:

- Identify key influencers in your organization.
- Establish relationships with these influencers.
- Seek advice and support from these influencers.

NAME	ROLE	CONTACT INFO

30-DAY CHECK-IN HR GUIDE

30-DAY CHECK-IN (HR GUIDE)

A 30-day check-in is a 1-on-1 with an HR team member. The focus is to gauge the new hire's onboarding experience and identify the best support for their next 30 days.

Objectives:

- Identify the new hire's needs and concerns.
- Provide support and resources to address these needs.
- Establish a relationship with the new hire.

NEW HIRE	NOTES

THANKS FOR JOINING US



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