

# Onboarding Playbook

## Online course outline

Consistently implementing an onboarding process and plan is one of the greatest ways to improve new hire time to productivity and reduce employee turnover.

### Orientation vs. Onboarding

- Orientation elements
- Customizable forms

### Creating an Onboarding Plan

- Elements of Onboarding
- Before the Employee Begins
- Communication
- Preparation
- Customizing for Role and Experience
- Coaching Plan
- Including the Team
- Welcome to the Team
- Meet and Greet Plan



### Sample Onboarding Plan Templates

- Day 1 - Day 2 - Day 3 - Day 4 - Day 5 - Day 6 - Day 7
- Second Week
- Third Week
- Week Four and Beyond

### Ongoing Development

- Training & Coaching

**Customizable onboarding plan templates, observation checklists, coaching skillbuilders.**