Employee Onboarding and Induction Programme Design: Pre-Boarding, 90-Day Plans and Buddies

29 March – 2 April 2027
Dubai - Five-star CBD venue



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Introduction:

Employee onboarding and induction in many organisations still mean a morning of forms, a laptop that arrives late and a new starter left to work out expectations alone, so early leavers rise, time-to-productivity stretches and hiring spend is wasted. This Core Concept course equips HR and hiring managers to design an employee onboarding programme that runs from signed offer to the end of the first year: pre-boarding, first day and week, 30-60-90 day plans, buddies, manager duties, culture integration, remote starters and measurement. Participants leave with an Onboarding Programme Blueprint.

Course Objectives:

- Build an onboarding business case from early turnover, time-to-productivity and current-process audit data
- Structure an onboarding programme using socialisation tactics and a phased timeline from offer acceptance to the twelve-month review
- Produce pre-boarding, first-day, first-week and 30-60-90 day plans that give new hires role clarity and early wins
- Set up buddy arrangements and hiring manager checklists that define who supports the new starter at each stage
- Adapt onboarding for remote and hybrid starters and select digital tools that automate onboarding tasks
- Measure onboarding success with a scorecard and new-hire surveys and run a continuous improvement cycle

Target Audience:

- HR managers responsible for onboarding policy, induction content and new-hire retention
- Onboarding and induction coordinators who schedule pre-boarding, orientation sessions and new-starter paperwork
- HR business partners who advise business units on early turnover and new-hire performance
- Hiring and line managers accountable for the first ninety days of new team members
- Talent and learning managers who own induction learning, buddy and mentoring schemes

Course Outline:

Day 1: Onboarding Foundations, Business Case and Current-State Review

- Onboarding Versus Orientation and Induction: Scope, Duration and Ownership
- Newcomer Adjustment Outcomes: Role Clarity, Self-Efficacy, Social Acceptance and Culture Knowledge
- Early Turnover and Time-to-Productivity Cost Model for the Onboarding Business Case
- Current Onboarding Process Audit Using an Induction Checklist and New Starter Interviews
- Onboarding Stakeholder RACI: HR, Hiring Manager, IT, Facilities, Buddy and New Hire

Day 2: Socialisation Models and Onboarding Programme Architecture

- Van Maanen and Schein Six Socialisation Tactic Dimensions
- Institutionalised Versus Individualised Onboarding: Choosing the Tactic Mix by Role Type
- Four-Phase Programme Structure: Pre-Boarding, Orientation, Foundation Building and Mentoring
- Onboarding Timeline Template from Offer Acceptance to Twelve-Month Review
- Onboarding Tracks for Graduates, Experienced Hires, Internal Movers and Senior Appointments

Day 3: Building the Programme: Pre-Boarding to the First Ninety Days

- Pre-Boarding Pack: Welcome Letter, Paperwork, Equipment Readiness and Day-One Agenda
- First-Day Schedule and First-Week Plan with Induction Sessions and Team Introductions
- 30-60-90 Day Plan Template with Role Expectations, Early Wins and Checkpoint Meetings
- Buddy Programme Design: Selection Criteria, Buddy Guide and Contact Rhythm
- Hiring Manager Onboarding Checklist and Structured Check-In Conversation Guide

Day 4: Culture Integration, Remote Starters, Digital Tools and Onboarding Metrics

- Values Integration Methods: Leader Stories, Culture Sessions and Realistic Job Previews
- Remote and Hybrid Onboarding: Virtual Welcome, Shipped Equipment and Online Cohort Sessions
- Digital Onboarding Platform Selection: HRIS Workflows, E-Signature, Task Tracking and Learning Portals
- Onboarding Scorecard: New-Hire Retention, Time-to-Productivity, New-Hire Survey Scores and Manager Ratings
- Onboarding Failure Diagnostics: Information Overload, Absent Managers and Unready Systems

Day 5: Case Work and the Onboarding Programme Blueprint

- Retail Case: Onboarding High-Volume Frontline Hires Across Several Branches
- Technology Case: Onboarding Fully Remote Specialists into Distributed Teams
- Continuous Improvement Review of Case Onboarding Data and Programme Change Log
- Onboarding Programme Blueprint Drafting: Timeline, Roles, Content and Scorecard
- Peer Review Panel and Blueprint Defence

Skills You Will Gain:

- Onboarding Programme Design
- Onboarding Business Case Development
- 30-60-90 Day Planning
- Buddy Programme Management
- Pre-Boarding Coordination
- Remote Onboarding Delivery
- Onboarding Metrics and Scorecards
- Culture Integration Planning

Why Attend This Course:

- Return with an Onboarding Programme Blueprint for your organisation, tested in case work and peer review
- Give hiring managers clear tasks and conversation guides so new starters are not left to find their own way
- Show leadership the cost of early leavers and slow ramp-up, and track what the programme changes
- Compare onboarding practice with HR and line managers from retail, technology, healthcare and public sector organisations

Conclusion:

Employee onboarding works when it is planned as a programme with clear owners rather than left to a single orientation day. The course moves from separating onboarding from induction and building the business case, through socialisation tactics and a phased programme structure, to pre-boarding, first-week and 30-60-90 day plans, buddies and manager checklists, and then to culture integration, remote starters, digital tools and measurement. The final day applies these methods to cases from several sectors and produces an Onboarding Programme Blueprint ready for leadership approval.