**Onboarding Training: Resources for the Trainer**

**Trainer Objectives:**

1. Trainees are engaged and allowed to drive the conversation
2. Trainees see this as a useful framework that can adapt to their needs
3. Trainees leave convinced of the need for onboarding and empowered with clear next steps

**Trainer To Dos:**

*Before*

1. Send teaser email with time and date (See template below)
2. Send calendar invite
3. Send reminder day of

*Set Up Room + IT*

1. Print out and set up worksheets (on a table, on chairs, up to you):
   1. [Onboarding Training Exercise Worksheet](https://docs.google.com/document/d/1qG8RlW-pe07dHfppBk5V8DMYvpFJb43srXilkSFUZ7g/edit)
   2. [Feedback Sheet (Can’t use google forms in future, but you can use this as a template!)](https://goo.gl/forms/Z0oHsmSXOAmosTYD2)
2. Hand out at the slide: **Take a Sample Onboarding Map**
   1. [Onboarding Map](https://drive.google.com/file/d/0B9_y51WTYh-IZjZIWnJXdE51bUU/view)

*After*

1. Collect feedback and submit responses in excel version to Mary and Steffanie
2. Send follow up email (See template below)

**Trainer Resources:**

1. [Onboarding Map](https://drive.google.com/file/d/0B9_y51WTYh-IZjZIWnJXdE51bUU/view)
2. [Onboarding Training Exercise Worksheet](https://docs.google.com/document/d/1qG8RlW-pe07dHfppBk5V8DMYvpFJb43srXilkSFUZ7g/edit)
3. [Feedback Sheet (Can’t use google forms in future, but you can use this as a template!)](https://goo.gl/forms/Z0oHsmSXOAmosTYD2)

**Training Opportunities Teaser Email**

Hi Team,

We are delighted to announce developmental training opportunities--calendar invites to follow!

**​Tuesday, January 24th: Onboarding for Success**​

*[12-1PM in Pre-Function Room]*

Effective onboarding increases retention and productivity by 60%! Find out:

1. Traits of effective onboarding
2. How to map onboarding for staff
3. How to map onboarding for interns

**Thursday, January 26th: Effective Interviewing**

*[12-1PM in the Event Space]*

​Have you ever made a less-than-perfect hire or felt that your interviewing skills could be honed? Do you have an interviewing plan for success? In this training you'll learn:

1. 6 steps to successful interviewing and how to avoid unconscious bias
2. Goals and questions for screening, round 1, and round 2 interviews
3. How to create an effective Interviewing Plan
4. How to build an insightful Interviewing Rubric​

Keep in mind: In the future, before interviewing interns or staff members, interviewers must submit an interviewing plan to local HR owner.

​Best,

Subject Line: **Onboarding Training: Resources and Action Items**

Team,

Thanks to those who joined our Onboarding Training! Feel free to provide [feedback on onboarding or interviewing](https://goo.gl/forms/SQX3ds62dGsJ8ly12) training in this**3 question survey.**

Key Takeaways:

1. **Onboarding is how we accelerate people.** We accelerate startups by onboarding them to their environment through relationships and resources. Similarly, we need to do the same with our staff to help them grow and impact. Good onboarding increases productivity and retention by 60%!
2. **Onboarding is a long-term process.** It is not a one-day activity or even a month-long event, but a part of relationship building.
3. **Onboarding supports internal change as well.**Use it to help people understand and impact their new department or team.

Action Item: Review the intern and staff [onboarding maps](https://drive.google.com/file/d/0B9_y51WTYh-ISzZxeG9uc2lJR0k/view) with your team:

1. Are there any missing steps that could help a new team in your department specifically?
2. How will you onboard new team members/interns? Can you split up responsibilities?
3. Is there anything on here that could support your growth and impact?

Best,

PS. [Here is the folder](https://drive.google.com/drive/folders/0B9_y51WTYh-IRWVfTkJtQU0wSEE)to the PI results for the team. Contact me if you have yet to take it!

Onboarding Google Drive:~/Google Drive/MassChallenge v4.1/HQ/Global People Strategy/Onboarding 101/OnboardingProcess.pptx

PI Results Google Drive:~/Google Drive/MassChallenge v4.1/HQ/Global People Strategy/PI Results