

ONBOARDING

CONTINUOUS TRAINING
PROGRAMS IN CONSTRUCTION
MANUFACTURING

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***Can you clearly
define your
onboarding process?***



ONBOARDING

Onboarding is more than just a new hire orientation. Onboarding is a **process**. Orientation is an **event** – the first step in the onboarding process.

The onboarding process helps you to develop a happy contributor. Onboarding conveys your organizational brand and values, explains your people and professional culture, aligns institutional expectations and performance and provides the tools for the employee to successfully assimilate into his or her position with a quicker ramp-up to productivity.



HOW LONG?

**1-2
YEARS**

The process includes constant communication, feedback, and performance measurements — all keys to employee longevity and loyalty.

Onboarding follows the employee lifecycle for mentoring and development and includes automation for consistent and timely tracking of onboarding events.

54% of Companies
with Onboarding
Programs Reported
Higher Employee
Engagement

(Source: [Society For Human
Resources Management](#)).

Organizations with a
Standard Onboarding
Process Experience
50% Greater New
Hire **Productivity**

(Source: [Society For Human
Resources Management](#)).

69% of Employees
are **More Likely to
Stay** with a Company
for Three Years if they
Experienced Great
Onboarding (Source: [Society
For Human Resources
Management](#)).

FEEDBACK IS **KEY**



Always Perform **Exit Interviews** with departing staff to understand the reasons of what didn't work.

This critical information can be used when forming your Onboarding Procedures & Training to increase employee retention.

STEP AWAY FROM THE NORM!



AVOID THE MIND
NUMBING
EXPERIENCES



REMOVE THE DRY
POLICIES AND
EXTENSIVE READING

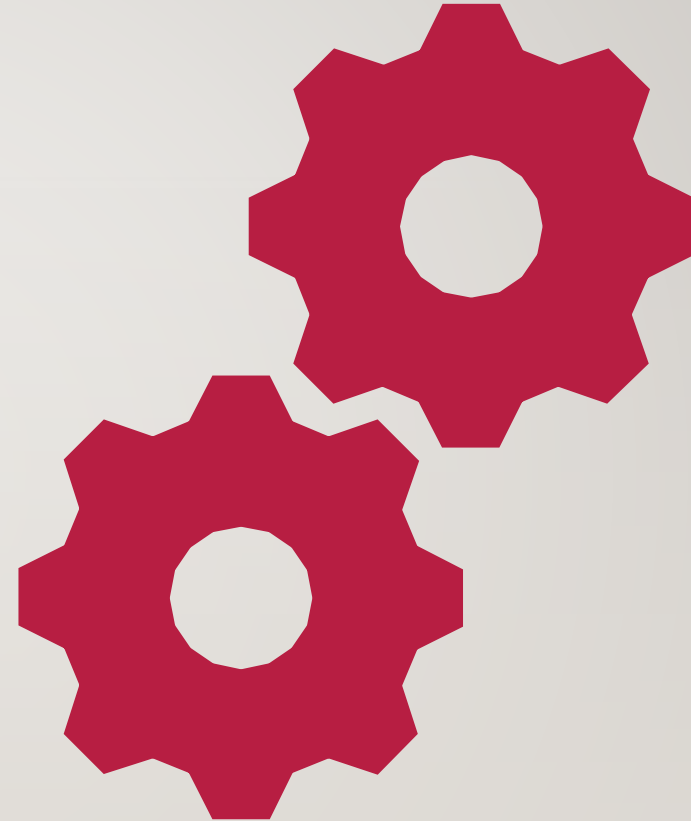


ELIMINATE THE SLOW
VIDEOS AND TESTS



SAY GOODBYE TO
FILLING OUT FORMS

UPGRADING YOUR CURRENT ONBOARDING EFFORTS



PRE-BOARDING ACTIVITIES



ELECTRONIC WELCOME PACKAGES

COMPANY HISTORY, CORE
VALUES, NEWS/COMMUNITY
INVOLVEMENT AND FIRST DAY
EXPECTATIONS



LINK THEM TO A MENTOR *BEFORE DAY ONE*



SEND OUT TRAINING AND APPOINTMENT REMINDERS IN ADVANCE



SEND OUT COMPANY- WIDE EMAIL INTRODUCING THE NEW EMPLOYEE

(BCC THAT NEW EMPLOYEE!)



ENGAGE WITH YOUR NEW EMPLOYEES BEFORE THEY EVEN START!

WWTA ONLINE TRAINING PLATFORM



WWTA TRAINING PLATFORM

- Set up your new hire
- Indicate appropriate logins and passwords
- Ensure they are set up properly for the correct modules
- Provide Feedback after initial email is sent out
- Follow-up after the training is complete!





Create
Accountability!

“This is mandatory training before you start with the STS team on [START DATE] and I will be checking in with you to see how everything is going on [DATE].”

WHY DO WE START TRAINING BEFORE DAY ONE?

- Creates a non-bias training process
- Fosters a positive environment for different learning abilities
- Repetitive: They can repeat modules if they need to
- Familiarity is comforting
- Provides a method for questions to be asked without feeling embarrassed on day one.
(ASK THEM TO COME PREPARED)
- New Hires Come Prepared = **HIGHER PRODUCTIVITY**

IBM Reported employees that participated in their pre-hire community and activities were **80% less likely** to leave during their first year.



***What kind of activities
does your company do
for new-hires during the
onboarding process?***





IT'S ALL ABOUT
DAY ONE!

DAY ONE: WHO'S INVOLVED?

- All team members!
- Your Leadership Team (Management, Supervisors, etc.)
- New Hire Buddies
- Your HR Team
- Information Technology



DAY ONE: DON'T FORGET

- Focus on Safety, Legislation and Company Practices
- Engagement Activities
- Promote your culture
- Create Bonding Opportunities
- Ensure all security/time clock processes are taken care of
- All tools and resources are **READY!**



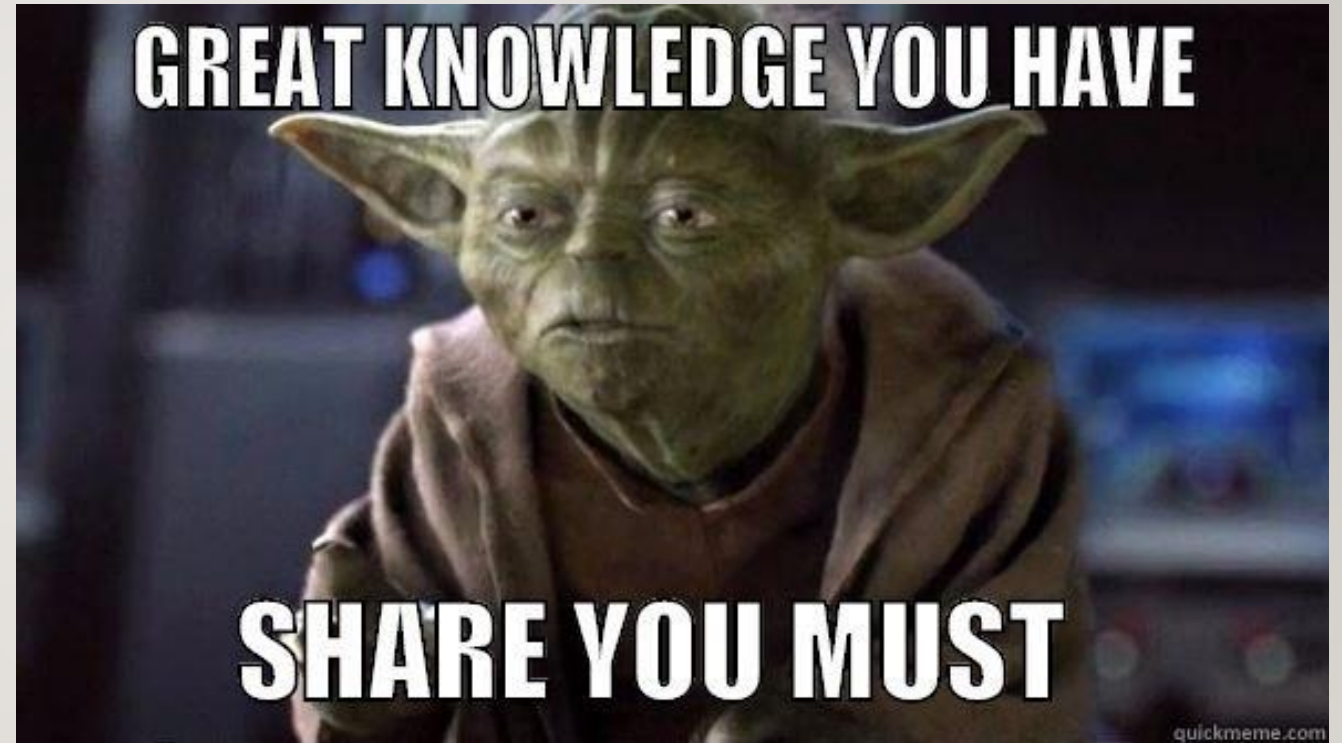
***What kind of tasks would
be appropriate on day
one for your workplace?***

Discuss Amongst your Table!

(5 minutes)



**SHARE WITH
THE GROUP**



DAY ONE: APPROPRIATE TASKS



Give the new hire tasks to complete their training (supervision as necessary).

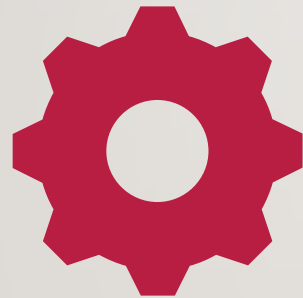


This provides new hires responsibility and accountability for tasks.



ONBOARDING PRACTICES AND NEW SAFETY LEGISLATION UNDER ALBERTA

ONBOARDING PRACTICES: **TRAINING**



Skill-Based Training

hands-on procedures necessary to perform specific tasks, such as operating machinery.



Awareness-Based Training

general policies, hazard recognition and expectations of maintaining a safe and healthy work environment.

ONBOARDING PRACTICES: **TRAINING**



**Hazard Identification
Checklist**



**Scavenger
Hunts**



**Safety Practice
Identification**
(include multiple people)



Follow-Up
*(Identify the RIGHT person
to do this)*

DOES YOUR TEAM KNOW THEIR RIGHTS?

Right to know: All employers must inform workers about potential hazards and have access to basic health and safety information **on site**.

Right to participate in workplace health and safety: Ensures workers are involved in health and safety discussions, including participation in health and safety committees.

Right to refuse dangerous work: Workers may refuse to perform dangerous work and are protected from any form of reprisal for exercising this right. A worker must continue to be paid while a work refusal is being investigated.

- Other workers may be assigned to the work if they are advised of the refusal, reason for it, and made aware of their own right to refuse the work after the employer determines there is not a risk.



DO YOU KNOW WHAT YOU'RE RESPONSIBLE FOR?

Employers are responsible for:

- Ensuring the health, safety and welfare of workers and the public
- Providing competent supervisors, training workers, and preventing violence and harassment
- Working with the joint work site health and safety committee or health and safety representative

Supervisors have legal responsibilities for OHS and are responsible for preventing violence and harassment.

Workers are responsible for protecting their own and others' health and safety at work sites and refraining from violence and harassment.

Contractors are responsible for ensuring that work under their control does not endanger health and safety.

ONBOARDING: TIMELINES TO FOCUS ON

Integration

- High Focus on Safety and Accountability of Actions
- First six (6) months of continuous employment
(*Standard Probationary Period*)

Strong Engagement

- Before Orientation up to 12 months
- Include a consistent mentoring team

Follow-up

- Every week with new hire
- 3, 6 and 12 month coaching reviews with leadership present



AVAILABLE TOOLS & RESOURCES:



- Email Templates
- Pre-Onboarding Checklists
- Communications to the appropriate teams
- Orientation Checklists
- Orientation Scavenger Hunt
- WWTA Online Training Portal Review

Always get your new hire to sign-off on training conducted

GIVE YOUR EMPLOYEES THE **TOOLS TO SUCCEED**

- Make the investment
- Start Early
- Company Culture is Everything
- Get the Team Involved
- Clear Roadmap & Set Expectations
- Training and Development – make it continuous & consistent!



**Train people well enough so
they can leave, treat them well
enough so they don't want to.**

~~Richard Branson~~

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“ quote fancy

CONNECT WITH ME

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