

Onboarding program planner

What is your onboarding goal?

We recommend you use a new planner for each goal.

- Compliance
- Culture
- Clarification
- Connection



Who sources the required content?

- HR
- Business units
- Line manager
- Project team
- IT
- External sources



Which formats of learning do you plan to include?

- Classroom
- Coaching
- E-learning course
- Digital resources - PDFs, PPTs, Videos, Checklists
- Mobile learning nuggets
- Intranet - Content Repositories, Forums
- Webinars
- Employee interactions (with execs, star performers)



When and where is the program delivered?

- Online
- Onsite
- Classroom
- Offsite
- Labs



Which infrastructure/e-learning tools and technologies are required?

- LMS
- Authoring tools
- Hosting platforms
- Video editing tools
- Podcasting tools
- Webinar software



How much time is required per week/month?

For preparation hours per week/month

For production hours per week/month

For execution hours per week/month

For 1:1 hours per week/month

For mentors, managers, teams hours per week/month

