

# ONBOARDING NEWCOMERS TRAIN THE TRAINER

A service of

**audiomaster**

einfach bessere Gespräche führen

## SETUP & DURATION

- 3 x 1,5 days of conceptual training (over a 3-week period)
- 1 day of evaluation and troubleshooting (after 3-6 months)

## TARGET GROUP

Who is responsible for executing change? Well, we all are! We'll work with a multidisciplinary think force, consisting of human resources, IT, call center and other e.g. controlling, or back offices.

## MULTI-DISCIPLINARY

We insist on the participation of different departments from all layers of the company.

## COSTS

€ 25.000, -



## ONBOARDING NEWCOMERS

Building a team based on an existing manpower requires strategic thinking and interdepartmental cooperation. We'll help you to define what are basic and essential needs and knowledge for new personnel – and should be kept for later. In this module, first we'll help you set priorities and then we'll conceptualise the process of onboarding.

## QUICK & EFFECTIVE ACCESS TO WORK

The aim of this training is to support you to create a welcoming and informative culture for newcomers. The outcome is a tested concept that will help your newcomers joining the team quick, productively and effectively.

## HAPPY WELCOME PACKAGE

During the first day, we'll help you to define the modules of your onboarding. During the next two days, we'll create communication trainings, (online) modules with knowledge quizzes, and setup the frame for buddying. We will not leave before we have a process and the first materials ready. After 3-6 months of further creation and testing we'll join again and finetune on single parts of the program, evaluate and fix eventualities.

## WHAT YOU CAN EXPECT

- Common understanding of onboarding phases & its requirements
- Streamline existing tools to a coherent onboarding instrument
- A concept based on a well-balanced input from all departments
- Learn from best practices
- Get to know proven tools for onboarding and teambuilding

## CONTACT

Hanneke Riedijk  
+49 151 281 26047  
hr@audiomaster.berlin