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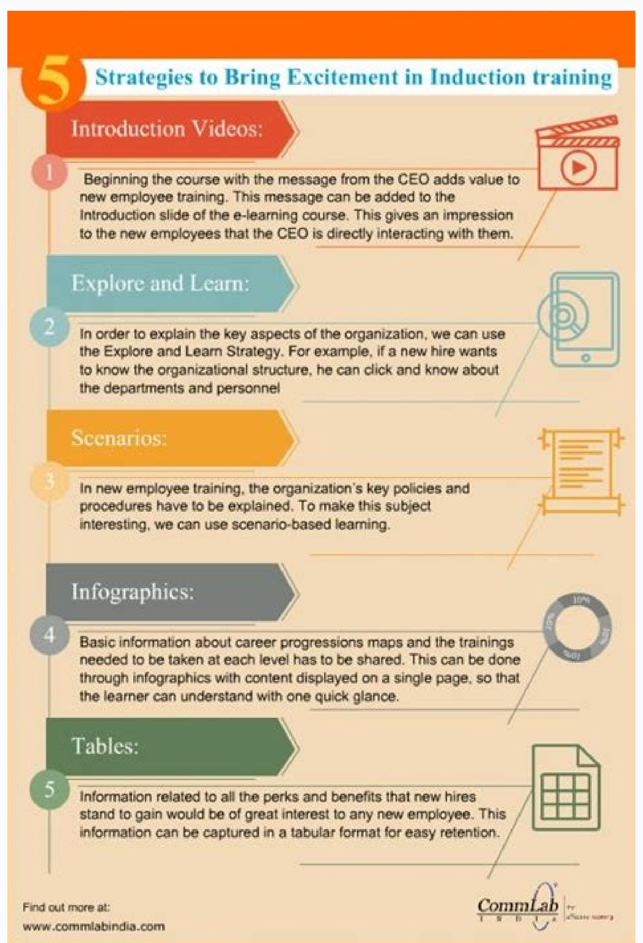
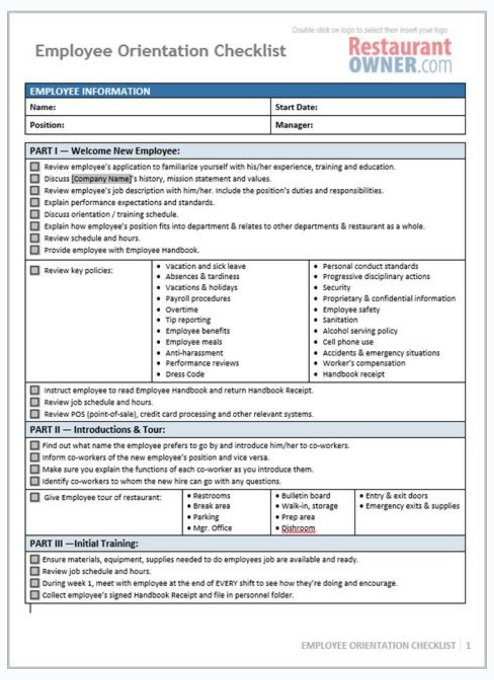
Onboarding training schedule template



EXECUTIVE ONBOARDING

EMPLOYEE / EXECUTIVE ORIENTATION vs. EXECUTIVE ONBOARDING	
EMPLOYEE / EXECUTIVE ORIENTATION	**EXECUTIVE ONBOARDING**
ABOUT ORIENTATION	**ABOUT ONBOARDING**
Orientation involves welcoming a new executive or employee, and familiarizing them with the organization. It often includes: meetings with supervisors and company leaders; introductions to staff and coworkers; information about the company's background, mission, goals, and culture; and learning policies, standards, and practices. It may also involve enrolling the employee in benefits and incentive programs, or providing enrollment information.	Executive onboarding takes orientation a step further. Not only is the executive introduced to management and staff, and acquainted with the organization's history, culture, policies, processes, and goals—they are also trained on their specific role. This may include guidance on forming strong working relationships, making key decisions, and/or implementing new ideas. It typically involves meetings with colleagues, subordinates, and/or company leaders, as well as training and informational sessions.
ORIENTATION SNAPSHOT	**ONBOARDING SNAPSHOT**
Only happens once, for new hires.	Is a long-term, ongoing process for new executive hires and internal promotions.
Takes place before or during the employee's first days of work.	Takes place before and during the executive's first days of work, and into their first year.
Informs new hires about company operations, policies, and procedures.	Informs executives on the organization's long-term mission, goals, strategies, and needs.
The same information is presented to everyone, regardless of role or skill level.	Offers training and guidance for the executive's specific role.
ORIENTATION: GOALS AND OUTCOMES	**ONBOARDING: GOALS AND OUTCOMES**
Employees are familiarized with the organization's history, culture, policies, standards, mission, goals, and day-to-day processes.	*Short-term (within first few days):* Executive has completed orientation, submitted all new hire and enrollment paperwork, and been acquainted with the organization's background and mission. Executive's first-year onboarding plan, activities, goals, and outcomes are determined.
New hire paperwork is completed.	
Employees are enrolled in benefits and incentive programs (or given the necessary information to do so on their own).	*Long-term (within first year):* Executive has completed onboarding plan and activities, and has achieved established goals and outcomes. Executive is participating in daily operations, is working effectively with staff, has been successfully evaluated by supervisors and/or stakeholders, and has established professional development goals for the following year(s).
Employees are given access to proprietary accounts, email, networks, and hardware/software.	

ORIENTATION AND ONBOARDING ROLES AND RESPONSIBILITIES	
NEW EXECUTIVE / NEW HIRE ORIENTATION	**NEW EXECUTIVE ONBOARDING**
ORGANIZATION RESPONSIBILITIES: PRIOR TO START DATE	**ORGANIZATION RESPONSIBILITIES: ON / BEFORE START DATE**
Send welcome letter confirming key information (e.g., position title, first day, schedule, location, salary, dress code).	Provide new hire forms; benefits enrollment paperwork; parking and building access codes, badges or passes; and email, account, and network login information to executive.
Send introductory message to team, supervisors, and stakeholders.	Provide names, job titles, and background information on team members, organization leaders, and key stakeholders.
Inform employee of payroll policies/frequency; sick, vacation, and holiday time; and benefits and incentive policies and programs.	Prepare office/workspace, including necessary office supplies and software/hardware.
Provide information about parking, security, and/or building entry arrangements.	Appoint executive mentor/coach to answer questions; guide executive through proper policies and procedures; address potential issues; and help executive achieve organizational and professional development goals.
Prepare desk/workspace, including any necessary office supplies and hardware/software.	Schedule welcome meetings with colleagues and organization leaders/stakeholders
Provide necessary account logins, email addresses, network registrations, etc.	
ORGANIZATION RESPONSIBILITIES: ON / AFTER START DATE	**ORGANIZATION RESPONSIBILITIES: AFTER START DATE**
Greet employee; conduct tour of office/building/grounds.	Establish guidelines for relationship between board/stakeholders and executive.
Walk through software/hardware setup and login.	Provide information about organizational goals, history, culture, structure, financial background, policies and processes.
Arrange welcome meetings with colleagues and supervisors.	Brief executive on top issues that need attention in the first year.
Provide informational/training materials.	Inform executive of roles and responsibilities of the position; schedule any necessary training and professional development sessions.
Facilitate orientation session(s) and job shadowing, if applicable.	Schedule check-in meetings throughout the first year with executive and organization leaders to gauge progress, address potential issues, and exchange feedback.
Acquaint employee with human resources staff and other key resources.	Conduct regular meetings with board/stakeholders throughout the first year to update them on the executive's progress and address potential issues.
Enroll employee in benefits/incentive programs, or facilitate enrollment.	
Provide job description, roles and responsibilities, company policies, lunch and break policies, holiday schedule, performance review guidelines, training and professional development information, and emergency/inclement weather plans and policies.	
EMPLOYEE RESPONSIBILITIES	**EXECUTIVE RESPONSIBILITIES**
Complete all new hire/enrollment paperwork by due date.	Complete all necessary forms, paperwork, and enrollments.
Complete all training, professional development, and orientation activities and assignments by due date.	Set up and log into all required accounts, email, networks, and software/hardware.
Schedule any required meetings within proper time frame	Determine and establish action plan to achieve near-term organizational goals



Characteristics of the scanning device active for identification. Use accurate geographic data. Store and/or access on a device. Select custom content. Create a custom content profile. Measuring advertising performance. Select basic ads. Create a profile of custom ads. Select custom ads. Apply market research to generate audience information. Measure the performance of content. Develop and improve products. Do you remember how you felt the first time in a new place? A new job? On the first date? Probably nervous, right? And, nervous or not, you've certainly had questions: How do I make the best first impression? How can I connect in the right way? When can I relax? How can I get settled fast? And, do I have to put my name on my lunch if I put it in the office fridge? The boarding of new customers is just another first and therefore falls into the category of the unknown âÂ for both parties. The new client might be a little nervous, hoping they made the right decision and that you226;128;are worth the investment. And, you might hope to be able to adapt to their style of work, or that you can get the result they want quite quickly. It's a great water test game, and the boarding stage is really where you find out if you want to sink or swim. It's easy to think long before the boarding phase as you plan ways to prove your value with new customers (e.g., what goals can I achieve now? How can I make this relationship work as fast as possible?), but before you start planning too far in advance, nailing the boarding phase takes a little ZenâÂÂ That is, to remain in the present. The boarding phase is a rarely neglected, but often underused part of the sales process. In it, you can engage customers, trust, and create a solid foundation for a future relationship. Without that solid foundation, your relationship will collapse. Okay, enough with the metaphors. ItÂs time to think about how to get get get Rolling customer relationships. 6 NEW ONBOARDING PRACTICES BEST PRACTICES client recommended: free Onboarding models Download models Standard your process with welcome and onboarding models that your team can refer to any time. This process keeps your onboarding, messaging and coherent process. Download 8 free models New customers for a fee to start. While surfing your new relationship with your client, here are some things to keep in mind: 1. Drill a focused approach to people. A size does not fit everyone. A successful customer success is to customize your service or product - if you are approaching each new relationship the same way, your customers will feel. Practicing a focused approach of people (ie, being careful about specific needs and goals) is a background line of good business practice. How come? Because people do business with people. What is an approach focused with people? It means that recognizing fears, concerns and questions (like those listed above) from the get-go. This is integral to establish self-confidence. Revisit concerns that the customer presented the sales process and strengthens the way in which such concerns will be addressed - perhaps with a detailed quarterly plan, a list of rapid wins or fix expectations. And remember, the organization in all involvement is fundamental, but during the onboarding phase it is crucial. 2. Convention before the kick-off. The Kick-Off meeting is the perfect place to do those things included under the umbrella Ã ¢ â‚¬ Å "People-Focused". The kick-off meeting is where you can consolidate the Ideas and needs of your client and make a concrete plan. But the kick-off is not the official start, and here is here that companies miss. The report starts in the wind-up. What is the wind-up ? It's all that comes "every part of the sales process, which includes capturing customer concerns and setting expectations in to your engagement roles. During this period, you begin to communicate (and you will do so immediately and with the appropriate frequency), but don't assume that because © have a contract in hand (or even have a signed contract) are fully on board. When the wind is strong, the starting meeting will be perfectly located to get things moving. This way, when you collect the data you need and ask them to define their goals, you'll already have an idea of the direction you need to go. Ask specifically: what would make this a successful engagement for you? 3. Prove your worth quickly. Consider the boarding phase as at least a phase and more a process. Once that you226; 128? has established your foundation and you226; 128? has made clear your clientele is 128; Huh? It is time to move. Don't take your time. If your client wants to see the results in the form of metrics, present these numbers at the next check-in (and make sure the data you226; 128;you collected is accurate). If your customer needs an installation of the product, do so within the time limit you have set. Maybe you will be able to reach all customers by date. So, setting up small controls along the way to mark the successes. 4. Organize your communication. This looks like a n oxymoron, but setting up a communication program (or at least simple expectations) will make sure that neither © you do not © your client fall from any other map. Are your client or user in the same time zone? Do they want a weekly, weekly or monthly check-in? Will you include them in your newsletters and company updates? The most important thing is the direct question: how many times do they want to hear from you? If your relationships with your customers are based on technology, ask this question on the form they fill out when signing your If not, ask directly to the customer~ÂÂ for service companies, you may need to load the communication in advance to make sure you226;Â;Â you226;Â;Â There. 5. Consider technology. Whatever your CMS is, create a plan to integrate analytics, customers, your own data, and their technologies into your commitment. Boarding tools exist to automate the customer226; 128;Â journey through the boarding processÂÂ many of them also contain pre-formatted checklists and check-in forms to help you speed up the navigation ÂÂ organizational component. But don't forget to customize itâÂ itâÂ is easy to rely on these tools to the point that youâÂÂ perform the same boarding process for everyone. It's not 226; it doesn't have to be âÂ; and it should be âÂÂÂ either. Exchange feedback. And you do that a lot. DonâTMt shares only his own; listen to customer feedback. When the time is right, ask them. Does this communication program work for you? Is there something you feel like you're missing? Does this program of goals make sense along with your expectations? The feedback exclusion works in two stages: You clarify expectations during the process, and as time goes on, you make sure that the commitment is well balanced and that you226; 128;Â are able to give them during the work of your other accounts. We know that the key to a good business is to make the client feel like the226;128;I'm the only one you226;ÔÂÂ work with, but that goes for every other client as well. Client Boarding Process Example To implement these best practices, here is an example of a new client on the boarding process stream that you can run with the next client. How to Board New Pre-Onboard Customers Your sales representatives should set expectations and perform tasks with boarding in mind. Here are a few steps to ensure success with after-sales: identify customer pains and solutions. During the course of the sales qualification, your representative Determining if the perspective is suitable for you and needs your services. They should also be clarified to prospecting (226); 128; s pain and transmit them as your product or service solve it. Resolve. The last thing you want is to have the wrong communication or lack of transparency after the work starts. Define campaign goals for large images. Your representative should also discuss the ideas of the big picture of the client for your first campaign or project together. What are they after? What numbers want to have an impact? In this initial discussion, it is important to evaluate the objectives, expectations and results ideal for a project, and then discuss how you will work together to make them functional and achievable. In many cases, you will have to find a happy medium between what the customer wants to achieve, what resources they have at their disposal and what the time and efforts of your team will allow. To agree on mutual results. When creating a proposal or an assistance contract, the terms of the agreement should be clearly defined. The scope and deliverables should be based on customer goals and what your company can realistically achieve. They should be written for the client before work begins. Collect details. Contact point. Budget. Time line. These are all the vital details to discuss and nail early in the cooperation process. After signing the proposal was sent, they signed the dotted line, and perhaps even made their first payment. Now, it happened to the republic, and you don't want to lose any momentum built during the sale process. You will also have to eliminate the uncertainty where you can prevent the buyer's remorse. Send a welcome package. One thing you can do is send a welcome package or e mail immediately after the presentation of the proposal. The point of this is twice: to reinforce that they did the right thing by making them feel like part of the family has set expectations for consideration, including a history for the Steps, and inform you that your team is enthusiastic about having turned them on board. Plan a discovery call. Even if you send a package or e-mail, your new customer will still need a personal touch. In the Discovery call, one of your team team members Please welcome the customer and ask if they have any questions or concerns. It is also good to take this time to organize the start call and set expectations for it. Kick-Off Call The kick-off call is the formal introduction between the client and your team members who will manage/work the account. Set the tone for the rest of the effort, so here's what you want to get: gather information about their internal process. If you pick up where your customers'team of you226, find out what the existing process looks like and what their preferences are. Otherwise, ask them how they want to handle the report and what they expect at trial level. Request the customer ~definition of success. Whether your representative interviewed your team or not, they-- "Targets from the horse"? Shut up. This helps to align the team and the client on the expected results. Review the results. The team probably has a better context on the work carried out, so once you understand the customers'expectations, now is the time to confirm that the agreed products are adequate and feasible. Strengthen the value of you226; 128? I provide. Make sure you manage last-minute objections by sharing information that will ban buyer226; 128? is remorse (such as the introduction of your team's specialty or any strategy you have for their success). Set the timeout for communication. Just as the welcome package/e mail sets expectations for the rest of the boarding, you will want to set expectations for the rest of the engagement during the start call. This extends to how often the customer should expect updates, meetings and other communications. Without this step, you may find that your team feels taxed if the customer expects more communication. If your staff expects less communication, your client may feel left in the dark. action for both sides. Both you and the customer will have to deliver content and guarantees to make campaign a success. Establish all that is necessary for the project, who will be responsible for what, and precise deadlines for the presentation of guarantees. After the Kick-Off Meeting Once the start call is completed, set your first regular check-in to evaluate the progress made and for both parties to offer feedback. Here are some good call practices: Reviewing your clientele is 128; It is the definition of success. Your account manager can influence what the customer is thinking when they do not have visibility in all the work that is done. Think of this meeting as a course correction. Especially at the beginning of a commitment when there are no tangible results or concrete results, it is important to remind the customer what they are still earning and why © they have accepted the commitment. Create an SLA. A service level agreement (SLA) is a contract that establishes a series of results between the parties. This will be more specific than the proposal and can be adapted as objectives or needs of change. You are important to establish what they need from you, and what you need to achieve it. I agree on smaller stages. You know that Rome was built in a day, but when your client keeps writing checks, they can lose perspective and get anxiety. The smaller targets on the way to a bigger target show progress and get buy-in. If you lose a milestone, it also gives you room to manage expectations and adjust the plan. If you're 128; are looking for a way to make sure to hit all these points in the boarding process, download this checklist to use with new customers. First 60-90 Days At this point, the honeymoon is over, your customer is used to your systems, and expect results. The official boarding is probably completed, but it226; This is not the time to disconnect with the management of the client. Your account manager should stick to the communication rate and do these tasks for each meeting: find ways to continue building trust. Inform the client of achieved and completed tasks. Ask for feedback to identify small problems before they become engagement problems. Complete a post-call health status check report to notify the client's representative and sentimental team. Examples of customer 1 onboarding. HelloFresh As a delivery service for food kits, HelloFresh offers customers the opportunity to eat home-made meals without bothering to shop at the supermarket. The company's approach to onboarding is tailored to the customer's unique and clear expectations. When the customer starts registering for the subscription service, a survey is presented to him to specify the type of food, the delivery frequency and the quantity of kits sent to their home. After the meal kits are delivered, HelloFresh regularly emails customers for feedback or if they want to change their disposition to meet growing expectations. This introductory experience is a commendable way to integrate customers with their definition of success as a priority. 2. Canva This graphical design platform simplifies content creation, and its onboarding client experience is wonderful. When a customer registers in Canva, the website will collect data from the customer on his intentions and the type of solution he is looking for. Canva then generates a personalized list of content formats and examples for the client to work on to better understand and meet expectations. Once customers start using the platform, Canva provides guides on how to make the most of their subscription, and the possibility to leave feedback on individual parts of the creation process for a better user experience after initial onboarding. On board new customers with ease The onboarding process should extend to the very beginning of your involvement. Follow best practice will help you build the trust that is essential for starting your relationships with customers and create an optimal basis that will benefit both in the long term. Go and get on board! Board! Future sales numbers thank you. Editor's note: This post was originally published in May 2020 and has been updated for completeness. Originally published Aug 4, 2021 11:15:00 AM, last updated on 06 2021 2021

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