
Employee Onboarding Programme Design: From Preboarding to Full Productivity Training Course

17 – 21 October 2027
Kuala Lumpur





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Programme Summary

Employee onboarding programme design, from preboarding to full productivity, is the subject of this five-day training course for HR leaders and line managers at managerial level, ending in an onboarding and induction journey blueprint for one role family. New colleagues often wait for access, guidance and purpose while managers improvise. The programme moves from principles of onboarding, through diagnosis of the current new hire experience, to design of the journey and manager routines, then to application on a live role family. Mars Training Centre UK delivers this employee onboarding programme design programme for organisational leaders.

The Business Case

The first weeks shape whether a new colleague stays, contributes and recommends the employer. Where induction is a one-day event and managers are left to improvise, new hires reach productive work slowly, miss essential rules and form weak links with the team. A designed journey gives every role a clear sequence of information, access, introductions and feedback that managers can run consistently.

- Time to Productivity: Shortens as new hires receive access, guidance and goals before and after day one.
- Early Turnover: Falls as expectations are clarified and connections formed in the first months.
- Manager Effort: Reduces as checklists and ready materials replace repeated improvisation.

Principles and Evidence Base

- Bauer's four levels of onboarding compliance, clarification, culture, connection: They structure the content design in Sessions 1 and 3.
- 30-60-90 day plan format: It frames the goals and review points built in Sessions 3 and 4.
- Kirkpatrick's four levels of evaluation: They guide the measures and feedback loops designed in Session 4.
- Buddy and mentoring principles: They shape the peer support roles defined in Session 3.

Intended Participants

- HR leaders who own the design and quality of the new hire experience.
- Line managers who run the first weeks and months of a new colleague.
- Learning and development managers who build induction content and materials.
- Heads of function who need new specialists productive quickly.

The programme serves banks, hospitals, public bodies, utilities and technology firms, and suits mixed groups from different organisations.



Learning Outcomes

1. Participants will be able to map the current new hire journey from offer to full productivity.
2. Participants will be able to diagnose points where new hires lose time, clarity or connection.
3. Participants will be able to construct an onboarding journey with preboarding, first-week and first-quarter stages.
4. Participants will be able to design 30-60-90 day plans and manager checklists for a role family.
5. Participants will be able to evaluate onboarding results using agreed measures and feedback.
6. Participants will be able to justify an onboarding blueprint to sponsors with owners and review points.

Programme Structure

Day 1: Employee Onboarding Principles and Journey Mapping

What does a new colleague need, and when, to become productive?

- Bauer Four Levels Framework
- New Hire Journey Map
- Onboarding and Induction Distinction Table
- Stakeholder Role Matrix
- Moment-of-Truth Inventory

Day 2: Diagnosing the Current New Hire Experience

Where do new hires wait, guess or feel unconnected today?

- New Hire Pulse Interview Guide
- Access and Readiness Gap Audit
- Time-to-Productivity Trace
- Early Leaver Case Review
- Manager Practice Self-Check

Day 3: Designing the Onboarding Journey

Which steps, materials and people should each stage include?

- Preboarding Contact Plan
- First-Week Agenda Template
- Buddy Role Charter
- Culture and Values Induction Outline
- 30-60-90 Day Plan Template



Day 4: Designing Manager Routines and Measures

How do managers deliver the journey consistently and prove it works?

- Manager Onboarding Checklist
- Check-In Conversation Guide
- Kirkpatrick Evaluation Plan
- Feedback Survey Design
- Onboarding Dashboard Outline

Day 5: Applying Onboarding Design to One Role Family

Is the blueprint ready for a real role family to adopt?

- Applying the Session 2 Gap List to the Role Family
- Testing the Session 3 Agenda with a Sample New Hire
- Reviewing the Session 4 Checklist and Measures with Peers
- Rehearsing the Sponsor Presentation
- Completing the Onboarding Journey Blueprint

Methodology

The programme uses structured exercises built on realistic situations from banking, healthcare, public service and technology. Participants map real journeys from their own organisations, interview one another as new hires, draft materials and test them with a peer who plays the newcomer. Discussion centres on what a new colleague must know, do and feel in each stage rather than on software.

- Suggested activity: Mapping the first ten days of a recent hire and marking each waiting point.
- Suggested activity: Drafting a preboarding message sequence and testing it with a peer.
- Suggested activity: Role-playing a first-month check-in conversation with observer feedback.

Capstone Output

Each participant completes an onboarding and induction journey blueprint for one role family. It holds a stage-by-stage journey map, a first-week agenda, buddy and manager roles, 30-60-90 day plan templates, a measures set and an owner list. Participants use the blueprint to brief sponsors and pilot the journey with the next intake of new colleagues.



Frequently Asked Questions

Is employee onboarding programme design suitable for line managers without an HR background?

Yes. Employee onboarding programme design here assumes responsibility for new colleagues, not HR expertise, and builds the practical steps and checklists a manager can run.

Which models does employee onboarding programme design rest on?

Employee onboarding programme design rests on Bauer's four levels of onboarding, the 30-60-90 day plan format, Kirkpatrick's four levels of evaluation and buddy principles.

How is the blueprint from employee onboarding programme design used at work?

You use the onboarding journey blueprint to brief sponsors, pilot the journey with the next intake, equip managers with checklists and track agreed measures.

How does employee onboarding programme design differ from a programme on recruitment?

Employee onboarding programme design centres on what happens after acceptance of an offer, while a recruitment programme centres on attracting, assessing and selecting candidates.