



Workshop on Employee On-Boarding: Induction & Orientation Techniques

April 14 – 18, 2025, 1st Run: Lagos & Port Harcourt

October 13 – 17, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 USD for foreign
Participants**

Program Overview:

The first few days for new employees can have a great impact on their entire employment tenure. The tone for their working experience is set very early on in their minds. Therefore, it is important to manage that early onset of emotional impact from the beginning to ensure a productive and gratifying work experience.

This program is designed to help participant learn how to manage the on-boarding process, and build highly impactful on-boarding program that will set a very positive tune with the new hires.

For Whom:

HR professionals who work in recruitment or training and whose job require inducting and orienting employees. This course is also very useful for all those outside human resources who might be assigned the task of orienting new employees to their departments

Learning Objectives:

At the end of the programme, participants will be able to:

- explain the difference between company induction and job orientation;
- list the benefits of running induction and orientation programs, for employees as well as the organization;
- define the roles and responsibilities of all those involved in the early career stages of employees;
- compile a well-designed package of information for new employees;
- prepare and conduct an effective induction presentation; and
- design and organize a complete on-boarding program for new comers to the organization.

Course Outline:

Day 1: Definitions, induction versus job orientation

- Difference between induction and orientation
- Origin of words induction and orientation
- Benefits of onboarding program to employees
- Benefits of onboarding program to organization
- Roles and responsibilities during onboarding (i) Of the new employee (ii) Of the human resources department (iii) Of the new employee's manager (iv) Of the new employee's colleagues
- When does on-boarding start?
- During the recruitment process
- During the assessment process
- During the job offer process
- First day on the job
- Administrative procedures

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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Day 2: New employee information package

- Contents of an induction package
- Welcome letter
- Welcome gift
- Necessary forms
- Required policies and procedures
- Code of ethics
- Employee handbook
- Cultural awareness

Day 3: The induction presentation

- Information to include
- Use of various multimedia tools
- Presenting and delivering effective training
- Fundamentals of effective speaking
- Verbal and non-verbal communication
- Different trainer styles
- Assertiveness defined
- The assertive trainer
- Ways to get attention and maintain interest
- Elements of effective feedback
- Delivery and critique of training sessions

Day 4: Job orientation

- Planning job orientations
- Introduction to colleagues and department tour
- Job brief
- Computer use
- Operating equipment and technology
- Performance objectives and measurements
- Required essential training
- Information overload
- Follow up and support

Day 5: Evaluating effectiveness of on-boarding programs

- Informal and formal feedback
- Feedback forms
- Turnover rates
- Performance measures

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road, Port Harcourt, Rivers, Rivers

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT – N22, 500.

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

Enquiry/Booking, Contact: 234-8051365946, 234-7087578814
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