

SEHG IN-PERSON WORKSHOP SERIES

Employee Onboarding

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Employee Onboarding workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-HR-1101 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Employee Onboarding

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About This Workshop

Employee onboarding is an important and vital part of any company's hiring procedure. Hiring, training, and bringing new employees on board costs a lot of money and are major investments. Onboarding is a secure investment that will assist newly hired employees in developing and keeping their skills, knowledge, and value within the company. A proper onboarding process could help a company maintain its highly skilled workers, and lessen the risk of them being lured by other companies.

Employee Onboarding will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the employee and company, and having structured onboarding procedures will make this time run smoother and produce a greater chance of success.

Workshop Objectives

- Define onboarding
- Understanding the benefits and purpose of onboarding
- Recognize how to prepare for an onboarding program
- Identify ways to engage and follow up with employees
- Create expectations
- Discover the importance of resiliency and flexibility

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Employee Onboarding course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Employee Onboarding

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group