Health Care Management · HM467

Onboarding Coordination & Employee Integration Professional

Duration	Category	Ref
1 Week	**Health Care Management**	**HM467**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

This course is designed for professionals responsible for coordinating the onboarding process of new employees. It covers the complete onboarding journey, from recruitment and documentation through company orientation, scheduling, employee introduction, and final handover to the relevant department.

Course Objectives

By the end of the course, participants will be able to:

- Coordinate the complete employee onboarding process.
- Organize employee documentation, contracts, and joining requirements.
- Prepare and deliver company orientation and induction sessions.
- Create professional onboarding schedules and checklists.
- Use Excel and PowerPoint to support onboarding activities.
- Coordinate effectively with HR, managers, and departments.
- Conduct a smooth handover of new employees to their assigned departments.

Target Audience

- Onboarding Coordinators
- HR Coordinators and HR Officers
- HR Administrators
- Recruitment Coordinators
- People Operations Staff
- Administrative Coordinators
- Employees involved in new staff onboarding

Course Outline

Day 1

Onboarding Process & Employee Preparation

- Role of the Onboarding Coordinator
- Employee onboarding process and workflow
- Pre-arrival preparation
- Joining requirements and documentation
- Employment contracts and forms
- Onboarding checklists

Day 2

Company Orientation & Employee Introduction

- Planning the first day
- Company introduction and organizational structure
- Company culture, values, policies and procedures
- Introducing key departments and employees
- Preparing an orientation programme
- Creating company introduction materials

Day 3

Onboarding Scheduling & Coordination

- Creating employee onboarding schedules
- Managing meetings and introductions
- Time management and activity planning
- Coordinating with HR and departments
- Managing multiple new employees
- Excel onboarding trackers and checklists

Day 4

Recruitment, Documentation & HR Coordination

- Recruitment-to-onboarding handover
- Employment contracts and employee documents
- Document collection and follow-up
- Coordination with HR, IT and Administration
- Managing incomplete requirements
- Maintaining employee onboarding records

Day 5

Practical Onboarding & Departmental Handover

- Managing the complete onboarding process
- Employee communication and follow-up
- Handling onboarding issues and changes
- Preparing the departmental handover
- Onboarding completion and feedback
- Practical exercise: Complete new employee onboarding simulation

Ask us for a date for this course

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