Orientation & Onboarding: The Complete HR Operations Course

28 Sep - 02 Oct 2025
Langkawi

AGILE LEADERS
Training Center

Orientation & Onboarding: The Complete HR Operations Course

Ref.: 36050_4299 **Date:** 28 Sep - 02 Oct 2025 **Location:** Langkawi **Fees:** 6000 **Euro**

New Employees Orientation and Onboarding Overview:

The 'New Employees Orientation and Onboarding' course is an inclusive and dynamic platform for individuals keen on learning about HR and the key concepts and operations in the field. It is a comprehensive training for HR professionals, designed to enhance the skills of HR professionals, from an HR assistant to HR manager. By attending this course, you can expect to be well-versed with HR operations and the role of an HR business partner. This HR certification program is among the best HR certificate programs and includes HR short courses, an HR analyst course, and certification courses in HR. It is a powerful opportunity to develop your HR skills, getting trained for HR operations and learning to work with HR KPIs effectively.

Target Audience:

- HR Managers seeking HR manager certifications and hr manager courses
- HR Professionals looking for training and certification in HR operations and HR KPIs
- HR Assistants exploring hr assistant roles and seeking to improve their HR skills
- HR Analysts desiring to understand the role of an HR data analyst

Targeted Organizational Departments:

- Human Resources for refining HR operations and understanding HR KPIs
- Learning and Development for designing and delivering HR training programs
- Management, to understand the role of HR business partners and improve HR management training

Targeted Industries:

- Any industry with a dedicated HR department, such as:
  - Technology, where constant upskilling and reskilling necessitate effective HR courses online and offline
  - Healthcare, where stringent regulations require in-depth HR policies and robust HR operations
  - Retail, where HR professionals may benefit from HR short courses to handle high employee turnover

Course Offerings:

- Understanding HR operations and the skills for HR professionals
- Gaining knowledge about HR KPIs and their significance
- Exploring HR certification programs and their benefits
- Understanding the role of business partner HR and HR business partnership

Training Methodology:

The 'New Employees Orientation and Onboarding' course combines various methodologies like interactive sessions, case studies, group work, and feedback sessions. Through HR job training and training for HR professionals, participants will learn about HR KPIs, HR certification programs, and the importance of HR business partnership. The training will also include HR courses online, where the participants will engage in various HR short courses, making the program versatile and accessible.

Course Toolbox:

- A comprehensive workbook providing information on the course of HR
- HR policies templates and HR KPIs checklist
- Case studies and group work related to HR operations and HR business partnership
- Access to HR online courses for continuing learning

Course Agenda:

Day 1: Introduction & Identifying Orientation Needs

- **Topic 1: How to Use This Course Effectively**

    - Understanding how and why people learn
    - Introducing HR operations and HR skills

- **Topic 2: Identifying the Orientation Needs of New Employees**

    - Learning styles and perceptual modes
    - The changing organizational environment

- **Reflection & Review**: Discuss the importance of understanding how people learn, and the key requirements for new employee orientation in current HR operations.

Day 2: Designing an Interactive Programme & Preparing for a New Employee Orientation Programme

- **Topic 3: Designing an Interactive Programme**

    - Purpose and goals of the programme
    - Elements of an effective orientation programme
    - HR certification courses and their role in an effective programme

- **Topic 4: Preparing for a New Employee Orientation Programme**

    - Facilitator responsibilities
    - Using questioning techniques and providing feedback

- **Reflection & Review**: Discuss the elements that make an orientation programme effective. Explore how HR certification courses can be integrated into these programmes.

Day 3: Facilitating a New Employee Orientation Programme & Evaluating Your Programme

- **Topic 5: Facilitating a New Employee Orientation Programme**

- Ways to encourage participation
- Dealing with problem situations and participants

- **Topic 6: Evaluating Your New Employee Orientation Programme**

  - Purposes of evaluation
  - What to evaluate, including HR KPIs

- **Reflection & Review**: Reflect on how to handle different situations when facilitating a programme. Discuss how HR KPIs can be used in programme evaluation.

Day 4: Delivering a Training Room-Based Orientation Programme & Conducting a Departmental Orientation

- **Topic 7: Delivering a Training Room-Based Orientation Programme at the Organization Level**

  - One-Day Sample Agenda
  - Two-Day Sample Agenda

- **Topic 8: Conducting a Departmental Orientation**

  - Goals of the departmental orientation process
  - Preparation for the employee's arrival and first week

- **Reflection & Review**: Reflect on how an orientation programme can be delivered effectively in different contexts, including organization level and departmental level.

Day 5: Delivering Distance Orientation & Helpful Checklists and Other Tools

- **Topic 9: Delivering Distance Orientation**

  - Special considerations
  - Content and delivery methods for HR online courses

- **Topic 10: Learning Activities**

- **Topic 11: Helpful Checklists and Other Tools**

- **Reflection & Review**: Discuss the specific considerations for delivering distance orientation, such as HR online courses. Review the learning activities and resources discussed throughout the course.

How This Course is Different from Other HR Courses:

The 'New Employees Orientation and Onboarding' course not only offers comprehensive training for HR professionals but also provides a holistic understanding of HR operations and HR KPIs. Unlike other similar courses, it offers unique HR certification programs including HR short courses, an HR analyst course, and courses in HR management. This course is designed for the current market trends, addressing the needs of HR business partners, HR assistants, and HR managers. The incorporation of HR courses online adds to its accessibility and reach.

Training Course Categories

Finance and Accounting Training Courses

Agile PM and Project Management Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Data Analytics Training and Data Science Courses

Environment & Sustainability Training Courses

Governance, Risk and Compliance Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Training Course Categories

Marketing, Customer Relations, and Sales Courses

Occupational Health, Safety and Security Training Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses

Training Cities

Accra - Ghana

Amman - Jordan

Amsterdam - Netherlands

Athens - Greece

Baku - Azerbaijan

Bali - Indonesia

Bangkok - Thailand

Barcelona - Spain

Cairo - Egypt

Cape town - South Africa

Casablanca - Morocco

Chicago - USA

Doha - Qatar

Dubai - UAE

Geneva - Switzerland

Istanbul - Turkey

Training Cities

Jakarta - Indonesia

Johannesburg - South Africa

Kuala Lumpur - Malaysia

Langkawi - Malaysia

London - UK

Madrid - Spain
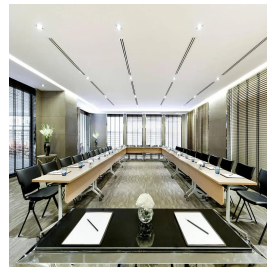

Manama - Bahrain

Milan - Italy

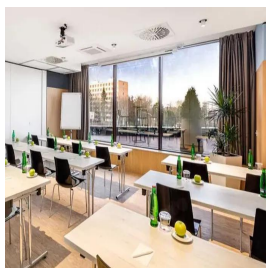**Montreux - Switzerland**

Munich - Germany

Nairobi - Kenya

Paris - France

Phuket - Thailand

Prague - Czech Republic

Rome - Italy

San Diego - USA

Training Cities

Sharm El-Sheikh - Egypt

Tbilisi - Georgia

Tokyo - Japan

Trabzon - Turkey

Vienna - Austria

Zanzibar - Tanzania

Zoom - Online Training

WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.

AGILE LEADERS
Training Center

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