

# e-Induction Training

## A Progressive Strategy to Retain Results-driven Employees

### Does this seem familiar?

#### In a large organisation:

- A new employee has to wait for induction until a sizable number of people are gathered for training. This is often a wait of two to three months after joining the organisation
- Waiting for the induction to take place, the inductee is self-searching, experimenting and finding out how the company works and where he or she fits in
- Finally, when the induction training does happen, it is probably disconnected with the reality on the ground and does not get the intended results
- There is inconsistency in imparting induction training at various organisational locations
- The induction training itself is delivered monotonously on somewhat similar lines:
  - Welcome everyone to the company
  - Explain what a wonderful organisation the company is
  - What a fabulous decision it was of the employee to join them
  - The department heads tell everyone what they do
  - And, what they expect the employees to do in return
  - Finally, if anyone is still awake and listening, is allowed to leave

A significant amount of information, much of which is actually rather important, is lost in this whole procedure. As a result, the inductee's interest and motivation gradually taper off with the progress in induction.

### What is the need for employee engagement?

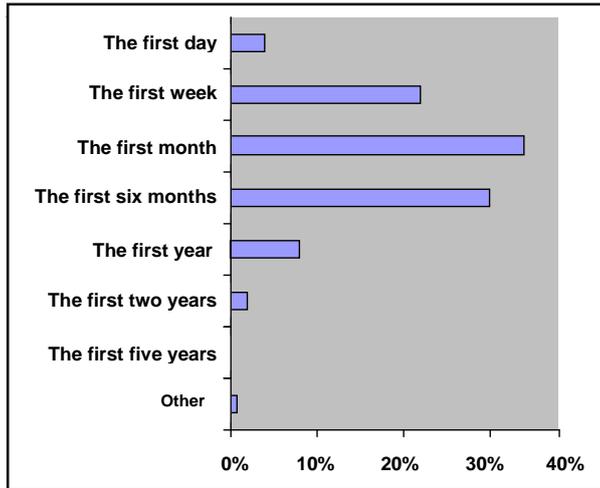
In a competitive market, where attrition rates are high and employee replacement costs are prohibitive, organisations want to recruit and retain employees who are productive.

### You can only make a first impression once!

On-boarding is a significant employee-engagement strategy that takes care of new joiners' concerns, sets their expectations, and facilitates their smooth assimilation into the organisation within the feel good factor of the honeymoon period.

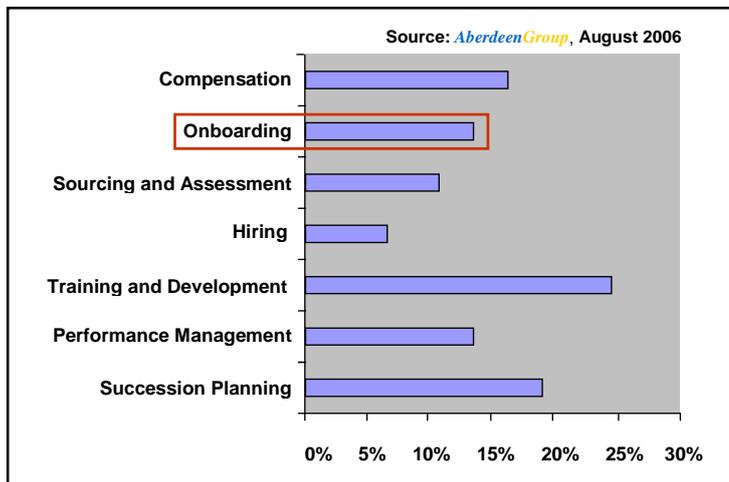
## Timeframe for an Employee to Take a Decision to Stay On at a Company

Here is a graph of statistics from the survey conducted by the Aberdeen Group in 2006.



## What are the determinants of retention?

Companies believe the following employee engagement strategies influence retention rates:



## Implications

The foundation for successful retention of a new employee starts from the day the organisation starts to source and assess its candidates for the job fitment. In this process, after a candidate joins, induction is the first step, which gives the organisation a chance to make a positive initial impression on the candidate. This paves way for the employee to work toward reaching his or her full capabilities, enabling their successful retention.

## Employee Engagement

Given below are choices to some of the questions that were posed to employees of different US organisations in a Gallup survey done in 2006.

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my work right.
3. At work, I have the opportunity to do what I do best every day.
4. In the last seven days, I have received recognition or praise for doing good work.
5. My supervisor, or someone at work, seems to care about me as a person.
6. There is someone at work who encourages my development.
7. At work, my opinions seem to count.

8. The mission or purpose of my company makes me feel my job is important.
9. My associates or fellow employees are committed to doing quality work.
10. I have a best friend at work.
11. In the last six months, someone at work has talked to me about my progress.
12. This last year, I have had opportunities at work to learn and grow.

A significant amount of employees, who selected the highlighted points, had a sense of belonging with the organisation they were working for and were willing to stay on with it.

### What kind of activities can be performed before the employee arrives?

By the Employee	By the Employer
Complete and submit the new hire documentation	Order necessary equipment, for example, the computer
Submit required external documentation, such as certifications	Begin documentation and security processing
Complete pre-employment testing	Create user accounts and email accounts
Review information:	Prepare physical location
<ul style="list-style-type: none"> <li>- Company history</li> <li>- Company culture</li> <li>- Company policies</li> <li>- Benefits, entitlements</li> </ul>	Prepare network connectivity
Acquire insight into company life:	Register for on-boarding programme
<ul style="list-style-type: none"> <li>- What to expect on Day 1</li> <li>- Dress codes</li> <li>- Colleague details</li> </ul>	Register for training programmes
	Assign coach/supervisor for job-specific requirements
	Enrol employee in benefits

### The e-Induction Advantage:

- e-learning-based induction training provides a welcome change from the traditional, formal, inductor-driven process to an inductee-driven, fun-based process
- The message is consistently presented across the organisation to all groups at all locations at all times
- Significant time and cost-saving method
- The induction can start on Day One of employees' joining, giving them a clarity and a sense of belonging
- With video, audio, visuals, charts, animations, games... the induction training is made interesting, engaging and effective

This whole exercise can be rounded off with a blended approach wherever any job-specific training is required.

## **C&K Management's On-Boarding Expertise:**

While you focus on your business, we bring in our years of training and e-learning content development expertise in the on-boarding area. We can say with great satisfaction that we have gained expertise in this particular field with our constant process of gaining new insights while developing custom on-boarding courses for our various clients.

After a thorough study of how your organisation works, its goals and other aspects, we design and deliver a solution that enables you to deliver a consistent message to all inductees. In the process, we make use of all the inputs that you provide from your various organisational levels. The solution engages the inductees and enables them to stay "connected" to the programme. They are thus able to map their growth career in harmony with the organisational goals.

After the e-induction process starts things off, a face-to-face meeting is usually organised for that much-valued personal touch. Or, a mentor can be assigned at the unit level to brief the inductees about their job role and specific requirements. This makes on-boarding more meaningful and helps the employee become productive from Day One.

**For a demo of our On-Boarding Courses, please write to us at the address give below or call our representative. We will be happy to help you.**

### **C & K Management Limited**

Career Centre, 1-8-303/48/12, Prenderghast Road,  
Secunderabad - 500003, INDIA.  
[www.cnkonline.com](http://www.cnkonline.com)

Tel : + 91 - 40 - 66765000  
Fax : + 91 - 40 - 27893725  
Email : [sales@cnkonline.com](mailto:sales@cnkonline.com)