

Millennial Onboarding

Onboarding new employees is a secure investment that will assist newly hired employees in developing their skills, knowledge, and value within the company. It will help match the technically skilled Millennial workforce with new and emerging needs of your company, which gives your company an advantage within the market.



Millennial Onboarding is a specialized type of employee onboarding. With Millennials we are seeing a need to tweak the onboarding process to better suit the needs of the company and new hires. It 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 a structured set of procedures will make this time run smoother and produce a greater chance of success.

Course Outline:

Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Module Two: Purpose of Onboarding

- Start-Up Costs
- Employee Anxiety
- Employee Turnover
- Realistic Expectations
- Case Study
- Module Two: Review Questions

Module Three: Introduction

- Why Onboarding?
- Importance of Onboarding
- Making Employees Feel Welcome
- First Day Checklist
- Case Study
- Module Three: Review Questions

Module Four: Millennials' And Onboarding

- Who Are Millennials?
- How Do Millennials Differ From Other Employees?
- Investiture Socialization – Let Them Be Themselves
- Informal Rather Than Formal Onboarding Processes
- Case Study
- Module Four: Review Questions

Module Five: Onboarding Checklist

- Pre-Arrival
- Arrival
- First Day
- First Week
- First Month
- Case Study
- Module Five: Review Questions

Module Six: Engaging the Millennial Employee

- Create an Informal Program Rather Than A Formal One
- Engage Employees One On One
- Role of Human Resources
- Role of Managers
- Case Study
- Module Six: Review Questions

Module Seven: Following Up with the Millennial Employee

- Initial Check in – One on One
- Following up – Regular, Informal Follow Ups
- Setting Schedules – Millennials and Work/Life
- Mentoring the Millennial
- Case Study
- Module Seven: Review Questions

Module Eight: Setting Expectations with the Millennial Employee

- Define Requirements – Provide Specific Instructions
- Identify Opportunities for Improvement and Growth
- Set Verbal Expectations – Specific, Clear, Systematic
- Put It in Writing – Specific, Clear, Systematic
- Case Study
- Module Eight: Review Questions

Module Nine: Mentoring the Millennial Employee

- Be Hands-On and Involved
- Serial Mentoring
- Be a Mentor, Not an Authority Figure
- Focus Millennials" Exploratory Drive on Work
- Case Study
- Module Nine: Review Questions

Module Ten: Assigning Work to the Millennial Employee

- Provide Clear Structure and Guidelines
- Provide Specific Benchmarks
- Set Boundaries and Provide Reality Checks
- Guide, Don't Dictate
- Case Study
- Module Ten: Review Questions

Module Eleven: Providing Feedback

- Millennials Thrive on Feedback
- Characteristics of Good Feedback
- Informal Feedback
- Formal Feedback
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Recommended Reading
- Completion of Action Plans and Evaluations