

Digital Onboarding Worksheet



Background

New hires shared stories of confusion and frustration. Without regular communication, many felt lost and disconnected in their first few weeks. They missed opportunities to connect with colleagues and understand the company's core values. Compliance processes were also scattered, leading to new employees feeling unsure about security protocols and important company policies. As a result, there was a significant drop in engagement and retention. It was clear that ABC Corp's onboarding process was no longer setting folks up for success.

Task for Learners

Use the 3 C's to analyze how ABC can improve their onboarding process by addressing the following:



Communication: How can ABC Corp improve communication with new hires in a remote setting? Identify one tool and a best practice to foster clear and consistent communication.



Culture: What steps can be taken to help new hires feel more connected to ABC Corp's culture, even in a hybrid environment? Suggest one virtual activity or strategy to build cultural alignment.



Compliance: How can ABC Corp streamline compliance training and ensure all new hires are up to date on company policies and security procedures? Identify a tool or strategy that would improve access and understanding of compliance materials.



Record your suggestions in the boxes below.



Communication



Culture



Compliance

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