



HUMAN RESOURCES TRAINING

Employee Onboarding, Induction and Job Orientation

3 day course

Classroom, online or in-house

Course overview

A large share of resignations happen in the first six months, and most of the reasons are set in the first fortnight. This course covers designing an onboarding process that holds people. Delegates work through the difference between administrative induction and genuine onboarding, the pre arrival period that most organisations waste entirely, and structuring the first day, first week and first ninety days so a new joiner reaches competence rather than merely attendance. Manager and buddy roles are defined, since onboarding delegated to nobody in particular does not happen. The course closes on measurement: time to productivity, early turnover and what new joiners say once they are safe enough to say it.

What you will learn

- Distinguish administrative induction from onboarding that builds competence
- Use the period between offer and arrival rather than wasting it
- Structure the first day, first week and first ninety days deliberately
- Define what the manager and the buddy are each accountable for
- Cover compliance and safety induction without letting it consume the process
- Onboard remote, shift and field based joiners who never see head office
- Measure time to productivity and early turnover honestly

Who should attend

- Human resources and talent professionals
- Line managers receiving new joiners
- Learning and development staff
- Recruitment professionals
- Operations supervisors in high turnover environments

Course outline

- 01 Why people leave in the first six months
- 02 Induction against onboarding
- 03 The period between offer and first day
- 04 Designing the first day and first week
- 05 The first ninety days and reaching competence
- 06 Manager and buddy accountability
- 07 Compliance and safety induction in proportion
- 08 Remote, shift and field based joiners
- 09 Measuring time to productivity and early turnover

Upcoming dates

Dates	Venue	Format	Fee per delegate
9 to 11 November 2026	Durban, South Africa	Classroom	R14,950
25 to 27 November 2026	Online	Online	R6,500
13 to 15 January 2027	Kampala, Uganda	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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