

# Human Resources

## Millennial Onboarding 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 12: Wrapping Up

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