



COLLABORATION & CONSISTENCY: Keys to Successful Compliance

ENFORCEMENT SYMPOSIUM 2016

STAFF ONBOARDING AND TRAINING

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Onboarding: What is it?

Onboarding, also known as organizational socialization, refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders.



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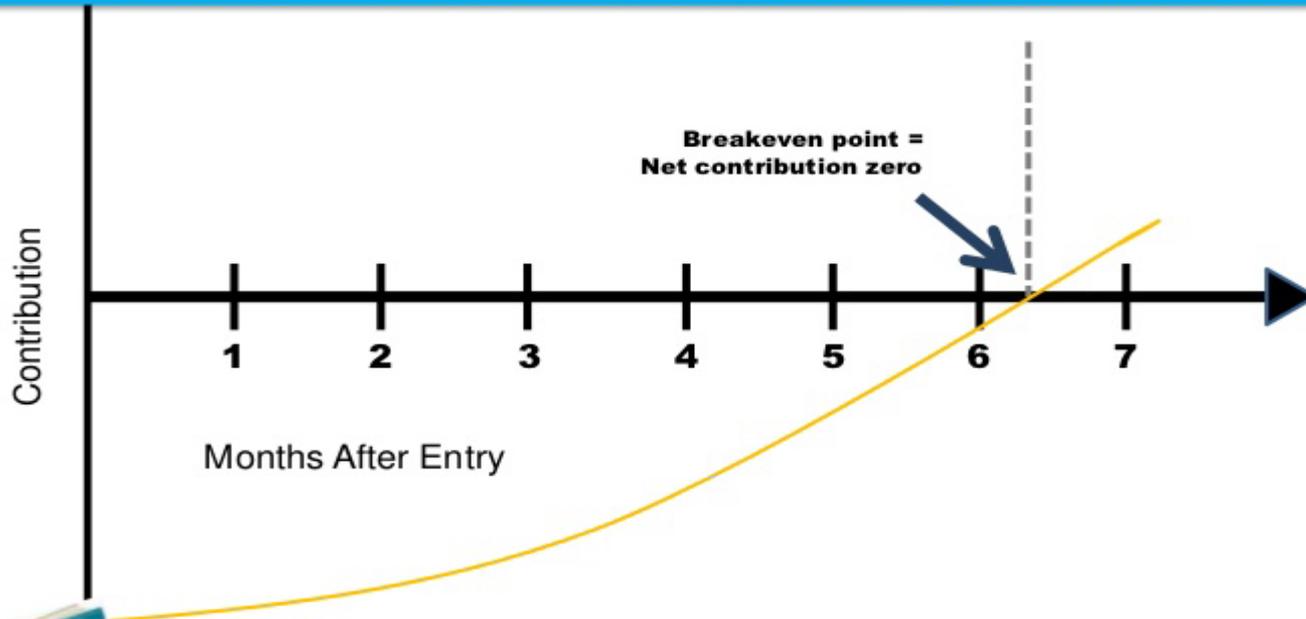
Onboarding: How does it work?

Phases:

- Recruitment
- First Day
- First Weeks
- First Months
- Assimilation



When Do New Employees “Break Even?”





Why is it so important?

Recent Research:

- Only 30% of employees engaged
- 80% of turnover attributed to ineffective onboarding
- Disengagement seen during first day
- Nearly 1/3 job searching within 6 months
- More than 30% of new hires exit before 2 years
- 50% five-year attrition rates common
- Turnover costs at least 30%-50% of first year pay



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“Providing true early career support stands today as the single most important thing firms can do to energize new hires and gain their long-term loyalty and enthusiasm”

Mark A. Stein and Lilith Christensen
Kaiser Associates
Coauthors, Successful Onboarding



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What's the first thing that
comes to mind when I say
Orientation?



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DEVELOP A PLAN

- Clearly identify the goals of the organization
- Develop a training plan for each position in the organization to achieve those goals
- Match assignments with interests/skills whenever possible
- Cross-training is critical
- Staff turnover should be seamless
- Make a checklist
- Assign a mentor
- Provide a detailed list of assignments for the first few weeks
- Schedule periodic check-ins
- Develop a training plan for yourself



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TRAINING PYRAMID

- Broad Overview of District Programs
- Mission Statement
- Safety/Illness and Injury Prevention Program
- Policies and Procedures
- Position Specific Training (Inspection Staff)
 - EPA classes
 - CARB Classes
 - HAZWOPER
 - In-House Training/Mentoring
 - Networking
 - Training from other agencies
 - Promotional Training/Grooming



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Employee Retention

To retain great employees an organization must have great leaders



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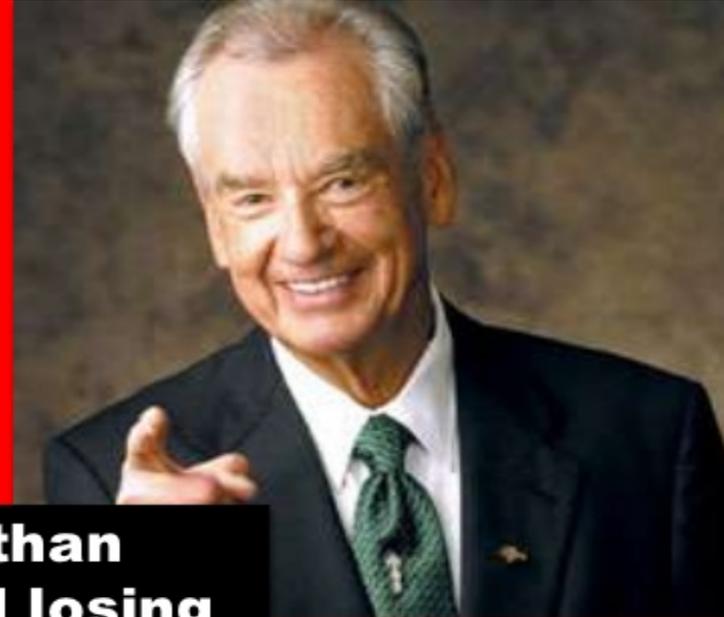
Great Leaders

- Lead by Example: are Inspiring and Accountable
- Honesty, Integrity, Character & Trust
- Communication – Clear Specific Goals
- Vision of Excellence, Stewardship, and Clear Direction
- Competent – Lifelong Learner
- Innovative and Collaborative in a Safe Environment
- Culture & Community
- Values, Celebration, Compassion, Respect & Fun



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“The only thing worse than training employees and losing them, is NOT training and keeping them.”

Zig Ziglar



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Questions?