

New Hire Training

Why is it important to put time into training new hires?

Training new hires is easily one of the best ways in which your company can help them and smooths the entire process so you can retain your newest hires.

It also helps the new hires understand how their department and company works. It helps your new hires understand and learn what guidelines you abide by and what policies you enforce.

Training also helps new hires set up their workstations with the required tools and the technologies they will be using.

Finally, it also helps the new hires familiarize and get acclimated to their job positions requirements and duties.

Types of Training

Training regarding company goals, overviews, guidelines and policies is common to all the employees. However, there is also more role-oriented/specific training. For example:

- New Sales team employees are trained on product knowledge, benefits, features, pricing and so on.
- New Content management team employees are trained on the different tools like Wordpress/Squarespace/Wix that are used, different company content formats and so on.
- New Developer team employees are trained about the technology stack the company uses.

Basic checklist to tick off

- Training regarding company overview and how your departments are structured.
- Company policy training via a presentation which can describe workplace rules, the types of leave your new hire is eligible for, remote work requirements if applicable.
- Role-specific Training.
- IT Setup and Security Training.