

Faster Onboarding

How to accelerate onboarding
& upskilling with a training
management system



Introduction

Onboarding is a foundational responsibility for training teams, but often one that is hurried, fragmented, and slow.

When onboarding is rushed, disorganized, or slow, it can lead to significant issues, such as prolonged time-to-productivity, increased turnover rates, and non-compliance with regulatory standards.

This guidebook is for training managers that want to understand why onboarding is such a struggle, and how the technology we depend on is actually part of the problem.



ABOUT ADMINISTRATE

Administrate is a training management system purpose built for managing live training at scale.

Teams that use our TMS are able to onboard and upskill faster because our software automates 90% of training management tasks. That's time used to make onboarding more strategic and effective.

Onboarding challenges by industry

Onboarding in large enterprises is not a one-size-fits-all process. Different industries face unique challenges that must be addressed to ensure new employees are onboarded effectively and efficiently.

Manufacturing

The manufacturing industry is heavily dependent on safety training, equipment handling, and process compliance. New hires must quickly understand and adhere to safety protocols to minimize workplace accidents and ensure smooth operations.

When onboarding is disorganized, new employees may not receive the critical safety training they need, leading to increased workplace accidents, production delays, and potentially costly legal issues.

To mitigate these risks, manufacturing companies should implement a structured onboarding process that includes comprehensive safety training modules. These modules should be easily accessible through a centralized LMS, allowing new hires to complete them before they begin work on the production floor. Additionally, incorporating digital simulations can provide a safe environment for new hires to practice equipment handling before they are allowed to operate machinery independently.

Pharmaceutical

The pharmaceutical industry is subject to strict regulatory oversight, requiring new hires to quickly learn and adhere to Standard Operating Procedures (SOPs) and Good Manufacturing Practices (GMPs). The complexity of these regulations can make the onboarding process particularly challenging.

A disorganized onboarding process in the pharmaceutical industry can lead to non-compliance with regulatory standards, resulting in failed audits, product recalls, and severe financial penalties.

Pharmaceutical companies must prioritize regulatory compliance in their onboarding programs. This can be achieved by developing detailed e-learning modules that cover SOPs and GMPs, coupled with assessments to ensure comprehension. Additionally, new hires should undergo practical training sessions supervised by experienced employees to reinforce their understanding of critical procedures.

Healthcare

Onboarding in healthcare involves teaching



new hires about patient care standards, legal compliance, and the handling of sensitive patient information, often under tight timelines. The stakes are particularly high in this industry, as mistakes can have life-or-death consequences.

Inadequate onboarding in healthcare can lead to medical errors, breaches of patient confidentiality, and non-compliance with legal standards, all of which can have severe repercussions for both patients and the organization.

Healthcare organizations should implement a blended learning approach to onboarding, combining e-learning with practical, scenario-based training. This approach allows new hires to understand theoretical concepts through digital modules before applying them in real-world scenarios under the supervision of experienced staff. Regular assessments should be conducted to ensure new hires have fully grasped the necessary knowledge and skills.

Software Development

The software development industry is characterized by rapid advancements, agile methodologies, and the need for continuous integration. Onboarding new developers quickly and effectively is crucial to maintaining the pace of development and ensuring product quality.

A slow or disorganized onboarding process in software development can result in delayed project timelines, reduced code quality, and decreased team productivity.

To address these challenges, software development teams should implement an onboarding process that focuses on hands-on learning and real-world application. This can be achieved through interactive coding exercises, paired programming with experienced developers, and access to a comprehensive knowledge base that new hires can refer to as they acclimate to the team's coding standards and tools.



Finance

The finance industry is subject to stringent regulatory requirements, requiring new hires to quickly familiarize themselves with complex financial regulations, data security protocols, and ethical standards.

Inadequate onboarding in finance can lead to regulatory non-compliance, data breaches, and ethical violations, all of which can have severe financial and reputational

consequences for the organization.

Financial institutions should develop a rigorous onboarding process that includes in-depth training on regulatory compliance, data security, and ethical standards. This training should be delivered through a combination of e-learning modules, case studies, and practical exercises that allow new hires to apply their knowledge in simulated real-world scenarios.

COST OF DOING NOTHING

Failing to onboard employees quickly reduces productivity, increases costs, delays projects, and weakens competitive edge, directly impacting profitability and market position.

The impact of poor onboarding

When onboarding is too frantic, disorganized, or slow, it can have a range of negative consequences for both the organization and the new employees. Understanding these impacts is crucial for training managers who are looking to improve their onboarding processes.

Prolonged Time-to-Productivity

When new hires do not receive the training and support they need during the onboarding process, it takes them longer to reach full productivity. This not only affects their performance but also puts additional strain on their colleagues, who may need to take on extra work or provide ongoing support.

Prolonged time-to-productivity can lead to missed deadlines, reduced team efficiency, and decreased overall productivity. This can be particularly damaging in fast-paced industries like software development, where delays in onboarding new developers can cause significant project delays.

Increased Turnover Rates

New hires who experience a disorganized or overwhelming onboarding process are more likely to become disengaged and dissatisfied with their role. This increases the likelihood that they will leave the organization within the first few months, resulting in higher turnover rates.

High turnover rates can be costly for organizations, both in terms of the financial cost of recruiting and training new employees and the loss of institutional knowledge. Additionally,

high turnover can negatively impact team morale and create a sense of instability within the organization.

Compliance Risks

In industries like healthcare, finance, and pharmaceuticals, compliance with regulatory standards is critical. A disorganized onboarding process can result in new hires not receiving the necessary training on compliance requirements, increasing the risk of non-compliance.

Non-compliance with regulatory standards can have severe consequences, including legal penalties, financial losses, and damage to the organization's reputation. In some cases, non-compliance can even lead to the suspension of operations or the loss of critical licenses.

Poor Employee Experience

The onboarding process sets the tone for a new employee's experience with the organization. When onboarding is disorganized, new hires may feel unsupported, confused, and overwhelmed, leading to a poor overall experience.

A poor employee experience during onboarding can have long-term consequences, including reduced engagement, lower job satisfaction, and decreased loyalty to the organization. This can ultimately affect employee performance and retention rates.

How to improve onboarding

Accelerating the onboarding process without compromising on quality requires a strategic approach that addresses the specific challenges faced by the organization. The following strategies can help training managers streamline onboarding and improve overall efficiency.

Consolidate Training Resources

Centralizing training resources in a single, easily accessible location is one of the most effective ways to streamline onboarding. This ensures that new hires have quick access to all the materials they need, reducing the time spent searching for information and allowing them to start their training immediately.

Implementing a centralized LMS that hosts all onboarding materials, including e-learning modules, videos, and documentation, can significantly reduce onboarding time. Additionally, the LMS can track progress and ensure that all required training is completed before new hires begin their roles.

Rethink Learning Technology

Technology plays a crucial role in accelerating the onboarding process. E-learning platforms, AI-driven assessments, and automated processes allow training managers to deliver personalized learning experiences at scale, reducing the need for time-consuming in-person training sessions.

AI-driven assessments can be used to

identify a new hire's existing knowledge and skills, allowing the onboarding process to focus only on areas where additional training is needed. This reduces redundancy and ensures that new hires are only spending time on training that is relevant to their role.



Live Classroom Training Optimization

While live classroom training is valuable, it can be time-intensive and difficult to scale. Optimizing these sessions by focusing on essential topics and incorporating digital tools can enhance efficiency and reduce the time required for onboarding.

Flipped Classroom Model. Implementing a flipped classroom model, where new hires review digital content before attending in-person sessions, can make classroom time more focused and interactive.

Hybrid Training. Combining live classroom sessions with digital learning tools, such as virtual reality (VR) simulations or interactive e-learning modules, can provide a more engaging and effective learning experience.

Customizing Onboarding for Different Roles

Different roles within an organization have different training needs, and a one-size-fits-all approach to onboarding is often ineffective. Customizing the onboarding process to match the specific requirements of each role can help new hires get up to speed faster.

Removing Organizational Silos

When departments do not communicate effectively, onboarding can be slowed by conflicting priorities or a lack of coordination. For example, if the HR department is not aligned with the training department, new hires may not receive the necessary training materials or support on time.

Establishing clear communication channels and collaboration between departments can help break down silos and ensure that all aspects of the onboarding process are aligned. Regular meetings and updates between HR, training, and department managers can help keep everyone on the same page.

Simplify Complex Training Content

Industries with highly technical or regulatory content, such as pharmaceuticals or finance, can struggle to condense material into manageable onboarding sessions. This can lead to information overload for new hires or critical information being overlooked.

Breaking down complex training content into smaller, more digestible modules can help new hires absorb information more effectively. Additionally, using a variety of training formats, such as videos, interactive modules, and hands-on exercises, can help reinforce learning and improve retention.

Prioritize Regulatory Compliance

Staying up-to-date with changing regulations is a significant challenge, particularly in highly regulated industries like healthcare and finance. Ensuring that new hires receive the necessary training to comply with these regulations is critical.

Regularly updating training materials and incorporating compliance training into the onboarding process can help mitigate this risk. Using an LMS that automatically updates content to reflect regulatory changes can also ensure that new hires receive the most current information.

Barriers to better upskilling

Beyond onboarding new employees, training managers must also consider the ongoing development and upskilling of existing employees. This is particularly challenging in industries where certifications and qualifications are crucial.

Managing Complex Certifications and Qualifications

Tracking employee certifications and qualifications can be a logistical nightmare, especially when dealing with multiple standards across different regions or departments. The complexity increases when certifications have expiration dates or require periodic renewal.

A robust LMS can automate the tracking of certifications, sending reminders for renewals and maintaining compliance records. This not only reduces the administrative burden on training managers but also ensures that the organization remains compliant with industry regulations.

For more on managing certifications, visit Talented Learning's article on certification management.

Balancing New Employee Onboarding with Ongoing Training

Resources are often stretched thin as training managers juggle the needs of new hires with the ongoing development of existing staff. This can lead to conflicts in resource allocation, with some employees receiving less training or support than they need.

Prioritizing training based on organizational goals and using technology to deliver content can help manage this balance more effectively. For example, an LMS can be used to schedule training sessions in a way that ensures all employees receive the necessary training without overwhelming the training department.

Technology as a Solution

We already have plenty of great training delivery software, typically one or more learning management systems that do a great job of delivering quality on-demand, virtual training

to employees. But training teams often lack technology that can solve the logistical problems of

tracking learner qualifications, requirements, and deadlines to manage upskilling at scale. This means training teams are left managing complex logistics hurdles with spreadsheets, calendars, and a lot of manual effort.

COST OF DOING NOTHING

Failing to upskill employees leads to decreased competitiveness, inefficiency, and inability to adopt new technologies. Ultimately harming profitability and long-term viability.

How Administrate helps onboarding

A comprehensive training management system (TMS) like Administrate can be a game-changer for training managers facing the pressures of onboarding and ongoing employee development. Here's how it can address the specific challenges discussed in this guidebook:

Streamlining Onboarding Processes

Administrate allows training managers to centralize and automate onboarding workflows, reducing the time and errors associated with manual processes. This ensures that new hires receive the necessary training quickly and efficiently, without overwhelming the training department.

With Administrate, new hires can be automatically enrolled in relevant training modules, and their progress can be tracked in real-time. This ensures that all necessary training is completed before the new hire starts their role, reducing time-to-productivity.

Enhancing Training Delivery

Administrate offers customizable learning paths and real-time tracking, allowing training managers to tailor the onboarding process to the needs of each new hire while maintaining an overview of their progress. This ensures that all training is relevant and effective.

Administrate integrates with existing enterprise systems, making it easier to deliver training content in a way that aligns with broader organizational goals. For example, training modules can be linked to specific job roles or departments, ensuring that new hires receive the most relevant training.

Managing Certifications and Compliance

Administrate automates the management of certifications, ensuring that employees are up-to-date with their qualifications and that the organization remains compliant with industry regulations. This reduces the administrative burden on training managers and ensures that compliance is maintained.

The platform can generate reports on certification status and send automated reminders when renewals are due, reducing the risk of non-compliance. Additionally, Administrate can track changes in regulatory requirements and update training materials accordingly, ensuring that all employees receive the most current information.

Data-Driven Insights

Administrate's analytics tools provide data-driven insights into the effectiveness of onboarding and training programs, allowing training managers to identify bottlenecks and optimize processes. This ensures that all training is both effective and efficient.

By analyzing training data, managers can pinpoint areas where new hires are struggling and adjust the onboarding process accordingly. This helps ensure that all employees reach productivity faster and that training programs are continually improved.

Hear why a TMS is the best choice for managing onboarding

Learn more about why a training management system is better for managing complex onboarding (and everything else).

[Talented Learning Show Podcast](#)



Accelerate onboarding by 200%

Administrate automates 90% of training tasks like planning, scheduling, communications, and conflict resolution. Our customers see dramatic 200% growth in training volumes within a year. That means onboarding twice as many learners - without adding more work.

[Book a demo](#)

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