



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Employee Onboarding and Induction

Custom Courses / Human Resources and Training

Unit Standard AATICD-0066 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively onboard and induct new employees into an organisation. It covers the legal, procedural, and relational aspects of employee integration to ensure a smooth transition and long-term retention.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0066
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and stages of employee onboarding and induction within a South African legislative framework.
- Analyse the role of organisational culture and values in shaping an effective induction programme.
- Design a structured onboarding plan that addresses legal compliance, role clarity, and social integration.
- Implement a checklist of key activities for the first week and first month of a new employee's tenure.
- Evaluate the effectiveness of an induction process using feedback and performance indicators.
- Demonstrate the ability to communicate organisational policies, procedures, and expectations clearly to new hires.

WHO SHOULD ATTEND

- This course is designed for HR professionals, line managers, supervisors, and team leaders responsible for welcoming and integrating new staff members in any South African workplace.

COURSE OUTLINE

Day 1: Foundations of Effective Onboarding

- Definition and importance of onboarding and induction.
- Overview of the employee lifecycle and onboarding's role.
- Legal framework: Basic Conditions of Employment Act, Labour Relations Act, and sector-specific regulations.
- Roles and responsibilities: HR, managers, mentors, and peers.
- The psychological contract and employee engagement.
- Common pitfalls in unstructured onboarding.

Day 2: Designing the Onboarding Programme

- Pre-onboarding: communication, documentation, and preparation.
- First-day essentials: welcome, workspace setup, and introductions.
- Company culture, vision, mission, and values.
- Policies: code of conduct, health and safety, data protection.
- Diversity, equity, and inclusion (DEI) in onboarding.
- Using technology: onboarding software, portals, and e-learning.
- Documentation: employment contracts, tax forms, and benefits enrollment.
- Setting expectations: performance standards and probationary periods.

Day 3: Delivering Engaging Induction Sessions

- Adult learning principles and their application in induction.
- Facilitation skills: active listening, questioning, and feedback.
- Presentation techniques: visual aids, handouts, and demonstrations.
- Storytelling to convey company history and values.
- Role-play and scenario-based learning.
- Handling difficult questions and resistant learners.
- Time management and pacing of sessions.
- Evaluating learner engagement during sessions.

Day 4: Mentoring, Buddy Systems, and Social Integration

- Designing a buddy system: selection, training, and responsibilities.
- Mentoring vs. coaching: roles and boundaries.
- Social integration strategies: team lunches, networking events.
- Check-in schedules: weekly meetings and milestone reviews.
- Providing constructive feedback and addressing concerns.
- Supporting remote/hybrid employees through virtual integration.
- Building psychological safety and trust.
- Recognising and rewarding contributions.

Day 5: Evaluation, Continuous Improvement, and Practical Integration

- Key performance indicators: time-to-productivity, retention, satisfaction.
- Feedback collection methods: surveys, interviews, focus groups.
- Analysing data to identify trends and gaps.
- Continuous improvement cycle: plan-do-check-act.
- Updating content and processes based on feedback.
- Reporting to management and stakeholders.
- Creating a final onboarding programme document.

- Presentation of group projects: sample onboarding plans.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0066) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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