CREATE, IMPLEMENT & TRACK ONBOARD TRAINING PROGRAMS
WITH LEARNING EXPERIENCE FOR DELMIAWORKS

3S DASSAULT SYSTEMES

Why are onboard training programs key?

Companies that provide new employees with clearly outlined & relevant onboard training programs see a significant increase in employee retention, job performance & skill retention with a decrease in training time & costs. This means implementation for general system, process or module focused updates is effective.

Virtual onboard training has become the norm, and over the last year, businesses have adapted to this new training format. Learning Experience for DELMIAWorks provides customers the ability to house internal & DELMIAWorks software training in one location with availability 24/7 on any device.

An onboard training program must establish training expectations clearly, provide checkpoints with users & include support resources that empower employees to excel at their current and future employment roles.

Do not hesitate to adjust training programs even after implementation. Every employee has different skill levels, industry exposure & learning style preferences. Having an onboard training program established means implementing user specific, group wide or other updates is quick and easy. Start broad then customize as needed.

Challenge:
Implementing & tracking onboard training programs for new "in-house" or virtual employees and provide internal & external training resources in one location.

Solution:
Learning Experience for DELMIAWorks with Custom content, Programs & Reports

Results:
- New employees have a clear onboard program to complete
- Quickly review user progress, time spent, quiz scores & more
- Increase employee satisfaction & retention within your group.
- Decrease implementation time & training costs
- New employees work through new content at their own pace, virtually

TIPS FOR ONBOARD PROGRAM PLANNING

1. **Outline** a training calendar/schedule with frequent checkpoints, support resources & clear expectations for internal & external training regarding programs & processes
2. **Implement** your onboard training program for internal and DELMIAWorks software or role training with Learning Experience for DELMIAWorks
3. Ensure all training content for internal and DELMIAWorks software are available on 3DEXPERIENCE EDU for your customer domain.
4. **Configure onboard Programs** (Assignments) to assign training to specific users with deadlines.
5. **Track** user progress, knowledge retention, assess future training needs & provide continual training opportunities for advanced user success throughout employment.
6. **Schedule** onboard training meetings (1-1 or group) to present training program details and check user progress throughout the onboard training program.
7. **Create continuous education** programs to create super users based on Advanced Certifications by Role or Role Based Learning.

Onboard Training Program Benefits

Provide a positive Employee Experience

- Setting clear expectations and showing new employees they have support is an excellent way to boost productivity and allows them to jump straight into their role. This can also attract prospective employees when they are making a decision on where to work. (Saurabh Wani, trainingidustry.com, 2022)

Improve Employee Retention Rates

- According to an onboarding survey on Glassdoor, 91% of employees who rated their onboarding process as effective felt a strong connectedness to their work and were 18 times more likely to feel committed to the organization. (Phill Miller, trainingindustry.com, 2021)

### Increase Employee Job Performance & Productivity

- According to trainingindustry.com, employers that are intentional during the onboarding process and set their new hires up for success, will output a higher return. According to clickboarding.com, companies with organized onboarding have 62% higher productivity among new employees and can increase employee retention by 82%.

Virtually train New Employees

- Over 80% of employees have transitioned from a traditional office setting to working at home and of those only 50% have a timeline for returning to the office according to ClickBoarding.com. Virtual training allows employees to start training sooner and offers a more flexible schedule.

Decrease Training Time & Costs

- With an onboard training program in place, new employees receive consistent training while saving you time & money on training.
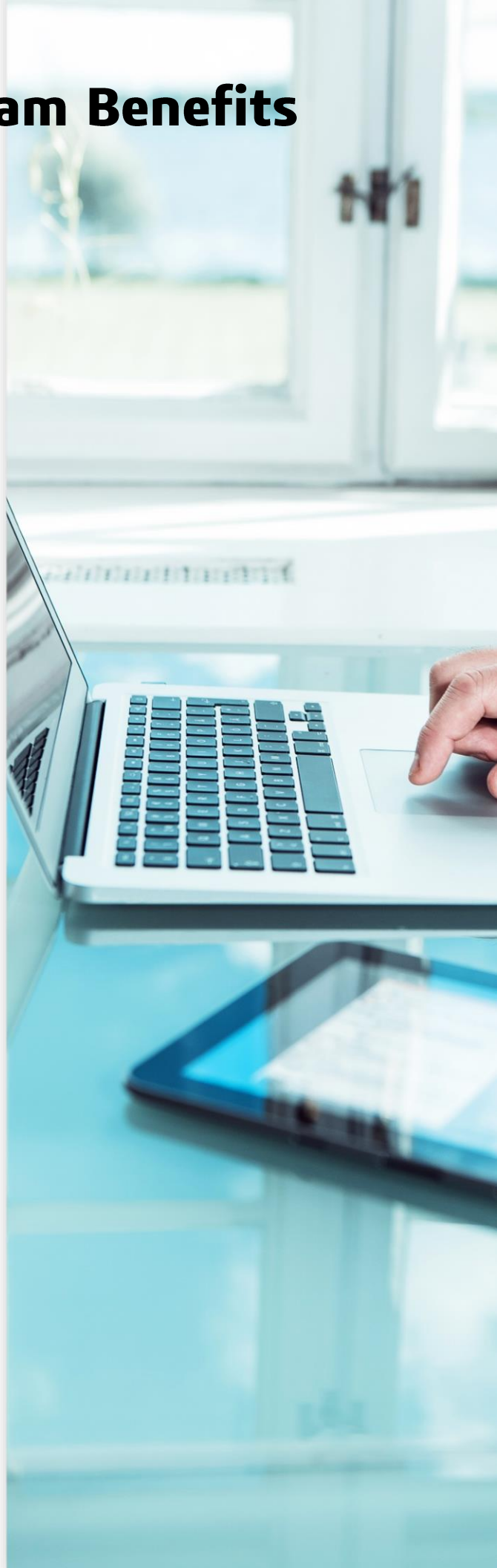
IMPLEMENT & TRACK ONBOARD TRAINING PROGRAMS with Learning Experience for DELMIAWorks

CREATE PROGRAMS & ASSIGN TO USERS

Programs are an essential tool for implementing onboarding training for new DELMIAWorks users. Admin users create programs containing specific training modules and completion deadlines & assigned to specific learners based on training needs.

Need all new employees to complete a specific set of training by a deadline date? Need to establish onboarding processes and deliver consistent training to new users based on role or skill level? With Learning Experience for DELMIAWorks that is possible!

Assignments appear for the learner on the Home dashboard upon log in and an automatic email alerts the user of the assignment and completion date requirements.

Target programs for all employees, specific teams or 30/60/90 day schedule requirements. Managers can add new users as soon as they start the onboard process to deliver key training within your group.
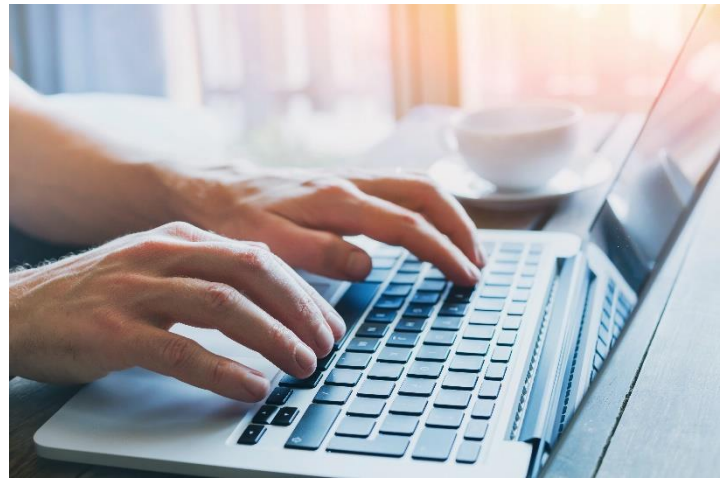
EXTRACT & REVIEW TRACKING REPORT USER TRAINING DATA

After you have created your Programs for training new employees, assessing their progress is key to keeping training on track and users engaged.

Tracking reports allow managers to extract user data from the 3DExpereince Edu Space platform regarding specific users, courses or programs. Review learner course duration times, quiz scores, modules completed and more!

Creating a report for any Onboarding program is simple and easy, is available at any time to execute from the reports dashboard with one click, can be exported as an Excel spreadsheet to format or email it to required team members.

Monitoring learner progress, especially for onboarding, allows management to ensure learner progress stays on track through the onboarding process. Users taking a module several times without success? Managers can provide them with additional training or provide additional support for them to complete the module successfully.

"Ultimately, your goal is to keep your new hires committed enough to stay at your organization for the long haul, not just their first role."

Julie Kuepers
Clickboarding.com "What is onboarding? How has it Changed in 2021?"

"Onboarding new hires at an organization should be a strategic process and last at least one year to ensure high retention. Organizations with a standard onboarding process experience 50% greater new employee retention"

Julie Kuepers
Clickboarding.com "What is onboarding? How has it Changed in 2021?"

"Learning Experience for DELMIAWorks provides relevant, extensive, valuable & virtual training resources that enable DELMIAWorks customers to onboard employees effectively while saving time & money

— Arthur Bie, Vice President of Education Services, DELMIAWorks

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