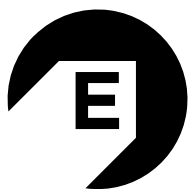


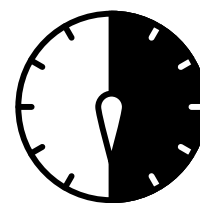
# DESIGNING TO CAPTURE MEANINGFUL EMPLOYEE LIFECYCLE DATA



**RECOMMENDED FOR**  
HR professionals



**SKILL LEVEL**  
Intermediate



**TRAINING LENGTH**  
6 hours

## TRAINING CONTENT

Learn how to take your Employee Experience program beyond Engagement by measuring other crucial lifecycle moments, specifically onboarding and exit.

- + Moving from engagement to employee experience and the business value of the employee lifecycle
- + Using the employee lifecycle to architect your Employee Experience program
- + Prioritizing the most crucial lifecycle moments that offer your organization the greatest ROI
- + The experience data and metrics captured in onboarding and exit surveys
- + Designing your onboarding and exit surveys by asking the right questions and avoiding biases
- + Surveying employees at the right times by automating when onboarding and exit surveys are triggered
- + Managing and communicating with employees during onboarding and exit

## HOW IT WORKS

This training is 6 hours with two 30 minute breaks and contains slide presentations and opportunities for hands-on practice. Every attendee needs to bring his or her own laptop and charger. All other materials needed will be provided.

# TRAINING AGENDA

This hands-on training is designed for HR professionals who want to move beyond an Engagement program to measure other aspects of the Employee Lifecycle. In this training, you will learn how to architect your Employee Experience program using the Employee Lifecycle with a focus on two key employee touchpoints: onboarding and exit.

| TIME     | CONTENT   |
|----------|---|
| 12:00 PM | Welcome and Introductions   |
| 12:10 PM | <b>Architecting Your Employee Feedback Program</b><br>Prioritize and measure key touchpoints along the employee lifecycle to maximize the value your employees bring to the organization.                 |
| 1:30 PM  | <b>BREAK</b>  |
| 2:00 PM  | <b>Architecting Your Employee Feedback Program (cont.)</b>  |
| 2:20 PM  | <b>Designing Your Onboarding Survey</b><br>Gather onboarding experience insights by collecting relevant metrics, asking the right questions, and avoiding survey bias.                                    |
| 3:10 PM  | <b>Launching Your Onboarding Survey</b><br>Reach out to new employees at key milestones by automating the launch of your onboarding survey and making it easy to capture the feedback you need.           |
| 4:00 PM  | <b>BREAK</b>  |
| 4:30 PM  | <b>Designing Your Exit Survey</b><br>Find out why employees are leaving the organization and reduce attrition rates by collecting relevant metrics, asking the right questions, and avoiding survey bias. |
| 5:20 PM  | <b>Launching Your Exit Survey</b><br>Keep employees longer at your organization by triggering an exit survey before they leave to identify the key reasons for attrition.                                 |
| 6:00 PM  | Closing Remarks   |