**How to Train New Hires in the Classroom**

Hiring is a challenge, so retention is critical. Retention of long term and retention of brand-new staff. I know your school has experienced some pretty quick turnover of new hires.

**“76% of companies aren’t onboarding their new hires properly”**

**Source: Society for Human Resource Management**

The key to a successful onboarding process is twofold:

* Capturing a new employee's excitement about starting a new job
* Minimizing challenges

When people start a new job, they're eager to learn and eager to start generating value.

Frustrations around how to do something or what the expectations are, can lead to uncertainty and anxiety.

A huge part of onboarding success is your responsibility.

**Feeling and perception**

What kind of picture or perception should a new hire have of your school by the end of day one?

* *Bad picture would be:* The School is chaotic, it’s unorganized, the people aren’t friendly, there is no clear direction.
* *A good picture would be:* People care, people are friendly, they are organized.

How do you want them to feel before they leave on day one?

* Excited
* Like they are in the right place
* Encouraged

**Ten actions to do in the classroom for new hires:**

1. **Words:** Be careful with my words. An employee's experience begins with how we talk to them. The power of your words can have a life-long permanent impact on your team and be the best gift ever! Alternatively, if we speak of negativity, without clarity, without our hearts, without empathy we can have a negative impact on our teams and be the most toxic gift ever!
2. **Model:** Model company core values through your actions, words, connects
3. **Connection:** Get to know them on a personal level (likes, dislikes, family, etc). Show real interest by asking questions and being curious. Connect to the kids.
4. **Evaluate:** Get to know the person's experience, their talents and use that knowledge to determine any gaps they may have in which you have to train them on.
5. **Expectations/Why:** Provide clear expectations to duties, responsibilities, everyone’s role, when to take lunch, how to give breaks, how to clean, how to speak to the children. Sometimes we have to explain the “why” behind what we do. Why do you have ten steps to follow when changing a diaper? Why do we face the children at all times, why…?
6. **Demonstrate:** Physically show how to do things (calm kids, clean classroom, prevent biting)
7. **Awareness:** Be self-aware of how you are leading plus be aware of new hires' feelings, their apprehensions, are they learning, do they need additional guidance, how they are interacting or isolating themselves and aware of how they are liking the experience.
8. **Encouragement:** Start the day with encouragement. Be encouraging several times throughout the day. End the day with encouragement.
9. **Feedback:** Get them to ask questions and give feedback.
10. **Resources:** Recognize when the new hire needs additional resources. Could be training, could be mentoring, could be a class or a self-study.