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e-Learning and onboarding: basic tips

E-Learning can be a very useful tool for creating a training path for new hires. Here are a few tips to get you started designing onboarding on the right foot.

Onboarding is one of the most important first steps in the company-employee relationship. This means that organizations need to carefully design (and constantly update) a strategy to set in motion this process of getting new hires to know and share the company's values and environment.

e-Learning can be a useful tool to get this new company-employee relationship started on the right foot. In this area, **gamification** and interactivity can kick things up a notch and turn onboarding into a memorable experience. In terms of innovation, it may be useful to take a cue from LEGO's experience.

In fact, the company had to redesign its onboarding process due to the switch from Flash to HTML5. The result was a revamped, innovative and user-friendly onboarding process that earned the attention and admiration of employees. However, before innovating, it is necessary to remember some basic tips to improve the onboarding process through e-Learning that, as LEGO's experience shows, are essential to create a user-friendly environment:

- **Presentation and space**: the way information is presented is crucial to be able to create engagement and enable a smooth and useful reception of information. So, before you start putting content in, ask yourself if the presentation is visually appealing yet user-friendly. Remember to leave the necessary blanks on each screen to avoid straining employees' attention or making them feel overwhelmed.
- **Colors as a guide**: using different colors, if used well, can lead employees to easily and effortlessly follow the information regarding their onboarding process. Be careful not to overdo the amount of hues, however! You can change colors (or use different shades of the same color) depending on the message you want to convey (is it a different concept? is it needed to highlight a definition? is it needed to indicate something important?). If you want to learn more about using colors in e-Learning take a look at this article.
- **Recognizable Icons**: in order to create a smooth and enjoyable experience, it is critical that all icons used in the onboarding program are recognizable. While this process can be a good time to innovate, originality is not always the best choice. In this case, in fact, the buttons and indications must always maintain the same style and be universal: their objective is to guide the trainee through the training process.
- **Readable and flowing text**: the text itself is also part of the onboarding experience. Spaces, fonts, and font sizes can make a big difference in the readability of any course content. If you pay attention to this detail, it will be easier to keep the employee's attention.

Finally, remember that a good onboarding process can have immediate (and near future) benefits in the relationship between company and employee. The most important ones are:

- Employee satisfaction;
- Reduced turnover;
- Improved performance;
- Increased knowledge retention.

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