

EMPOWERING THE FUTURE:

A GUIDE TO FINDING, HIRING, AND TRAINING YOUNG EMPLOYEES IN AUSTRALIA

Introduction

ACTION4YOUTH IS A PURPOSE-DRIVEN, BESPOKE PROGRAM DEVELOPED BY ACTION4AGRICULTURE TO SUPPORT YOUNG PEOPLE FROM ALL BACKGROUNDS AND EXPERIENCES TO THRIVE IN A CAREER IN AGRICULTURE.

Few areas are more critical to the security and well-being of young people than meaningful and purposeful work. It impacts every aspect of their lives: independence; mental health and well-being; and social interaction. Action4Youth aims to offer young people an enriching experience of work that sets them on the path to independence and future security.

Program outcomes include:

- Increased employer engagement in work-based learning pathways.
- Improved learning and skills development experienced by young people.
- Increased entry-level jobs offered to young people.
- Improved understanding of, and access to, meaningful work.

How can this eBook help you?

This eBook will share with you 5 key steps to helping you find, hire and train young people. The 5 steps are based on the best research from around Australia and internationally, collated by our industry experts at Campus Consultancy.

By learning, applying and following through on what you learn here, you are setting your organization up to thrive with the many benefits that young people bring. We will share research and strategies throughout this eBook show you how to convert learning to action and see these benefits yourself.

Nearly half way...

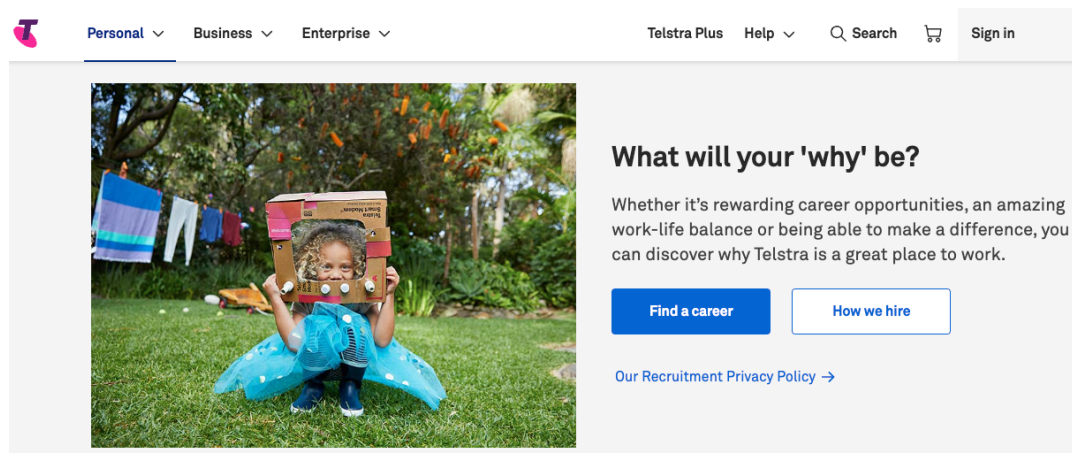


Creating Onboarding and Training Programs

Did you know that organizations that invest in onboarding programs experience 62% greater new hire productivity and 54% higher employee engagement?

Source: Australian Human Resources Institute, 2018

CASE STUDY: Telstra Graduate Program



Telstra's Graduate Program is a 14 month initiative designed to develop young talent and cultivate future leaders. The program features **on-the-job training**, **mentorship**, **diverse rotations across business units**, **networking events**, and **regular performance evaluations**. Graduates receive comprehensive support, access to learning resources, and opportunities for personal and professional development. The program highlights the value of a tailored, structured training strategy for young employees in the workforce. And... do you notice the language around **work-life balance** and **making a difference** in the advertisement above?

Source: <https://www.telstra.com.au/careers/students-and-graduates/telstra-graduate-program>

Creating Onboarding and Training Programs

#1 Design an onboarding experience



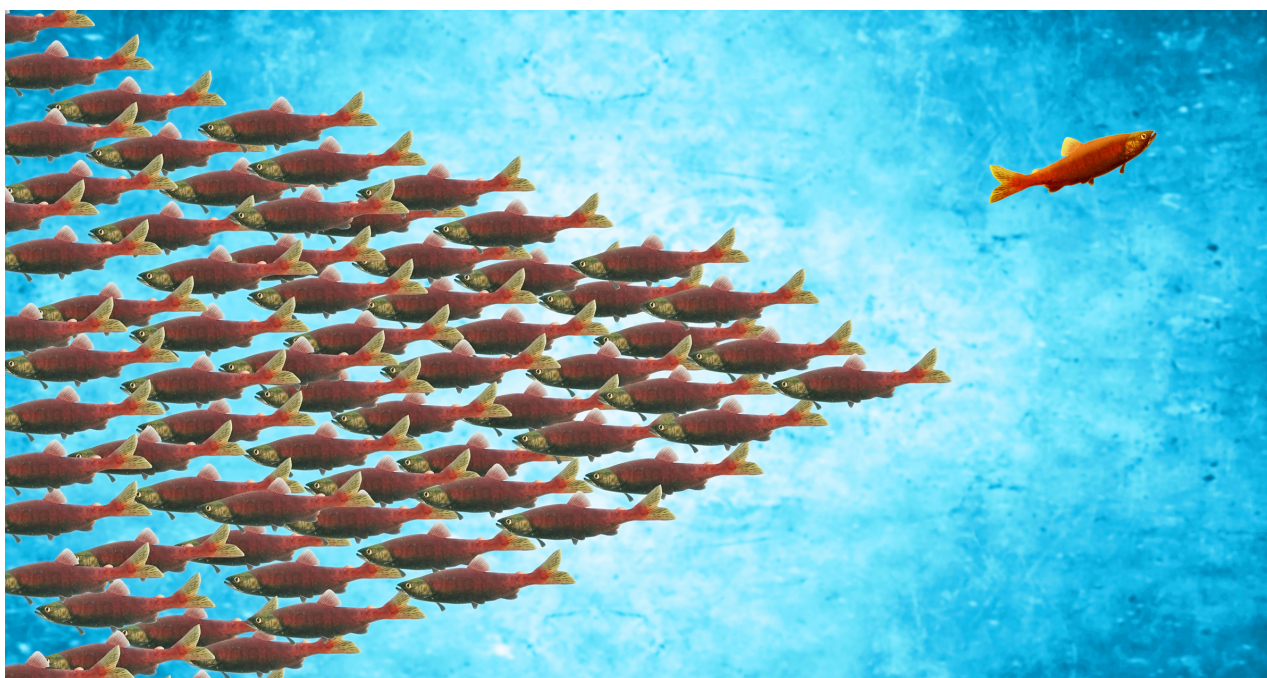
Designing an effective onboarding experience involves a structured approach that provides new employees with the necessary knowledge, tools, and support to succeed in their role. During the onboarding process, communicate clear expectations and define goals for young employees. Establish regular check-ins and provide constructive feedback on their progress. This helps new hires understand their role, responsibilities, and performance expectations, which contributes to their overall success and job satisfaction.

Key Question for Leaders, Managers & Hiring Staff

What can we do pre-boarding (before they arrive) to ensure they are ready for day 1? What can we do on day 1 to help them settle in? How can we continue to train and fill any skill/mindset/value gaps?

Creating Onboarding and Training Programs

#2 Tailor training to different learners



Utilize technology to streamline and enhance the onboarding process. Offer interactive digital resources and mobile apps that provide easy access to company policies, training materials, and team introductions. You might also **assign a mentor or "buddy" who can provide ongoing guidance and support during the onboarding process.** This could be with another 'new starter', or with someone who is 6-months to 1-year on, or with a more experienced professional. Some workers will favor a 1-on-1 approach, and others may like larger group support. Some love to learn in person in live time, and others benefit from self-paced or online learning. Remember, you can ask them and help them help you!

Key Question for Leaders, Managers & Hiring Staff

Imagine you were hiring 3 very different people.
How might you tailor the first day/week for each person?

Creating Onboarding and Training Programs

#3 Provide ongoing support and resources



Encourage team-building activities and opportunities for new young employees to interact with their colleagues in a relaxed and informal setting. This helps to create a sense of camaraderie and inclusion, making it easier for young employees to integrate into the team and feel comfortable seeking help or advice when needed.

You can collate materials (print or digital) to share as well as create new materials (such as an online course). A great resource is a feedback form on the onboarding to know if they feel supported!

Key Question for Leaders, Managers & Hiring Staff

What digital and physical resources could be shared and/or created to support the skill development and buy in of new hires?

SUMMARY OF STEP 3:

Creating Onboarding and Training Programs



What can you do to 'pre-board' your employees before they arrive so they are ready to thrive on day 1 and week 1 of the job?



What does a perfect day 1 look and feel like and how could it be tailored to different personality types and those with different confidence levels?



Who could be the best person in your organization to buddy up with your new hire and how could they help them?



What physical resources could be shared and/or created to support the skill development and buy in of new hires? (Mentors, guides)



What digital resources could be shared and/or created to support the skill development and buy in of new hires? (Videos, courses)



Complete! Ready for Step 4?

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Thank you for all that you do.

Would you like to know more?

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