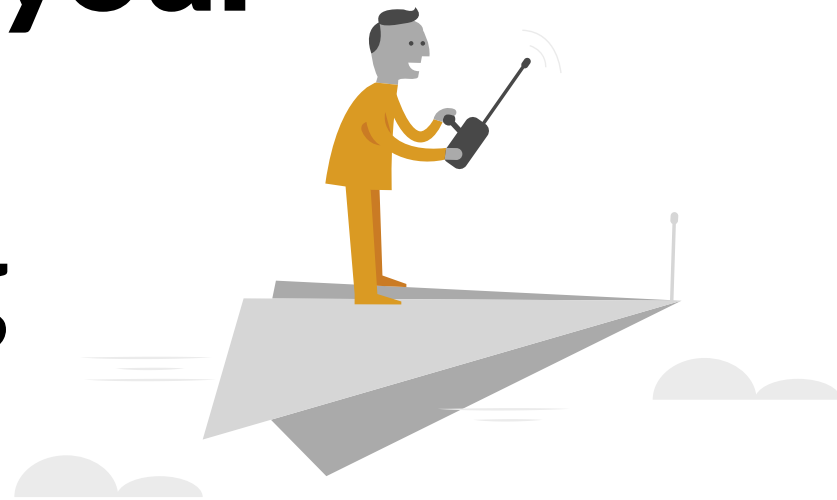




Streamline your employee onboarding process with diagrams



draw.io is for everyone

Creating flowcharts and business process modelling is, and will remain the heart and soul of draw.io. However, the people visualizing this content don't represent your whole organization, so the usage of draw.io is not limited to these core use cases. But why is that even important?

” Sharing information with employees makes them feel invested. “

You've been a fan of draw.io for a while now and we're so happy to have you as part of the family. When you're part of a family one of the best things is to share the things we love with others. When someone is a Confluence user, they're automatically a draw.io user too but some people within your organization may not even be aware of that. Or perhaps, they know they have access to draw.io but don't know how to go about integrating it into their work flow. This is where you come in, faithful user!

Getting people on board with using draw.io is as easy as diagramming itself:

- **Tell** them they have access to draw.io in Confluence. People won't use what they don't know is available.
- **Show** them how versatile and easy-to-use draw.io is. Enthusiasm is contagious. Use your own diagrams to show how someone can also increase their productivity using draw.io

All of you out there using draw.io on a daily basis, creating flowcharts, business process models and network diagrams...

Thank you! You are our rock!



The Onboarding Process

What better way to get people on board with diagramming than to use the process of new employee onboarding! When you think of the new employee onboarding process, you think of the Human Resources department.

” Onboarding is about people. People are the most valuable assets in your organization. But don’t take our word for it! “

According to the Boston Consulting Group, onboarding is the second most important experience for employees. On average, companies with good onboarding strategies achieve sales increases that are two and a half times higher than those of companies with a poor onboarding process.

It’s no secret that employee productivity is at its highest when you invest time in them. But it’s not just time you have to invest, you have to find ways to overcome the challenge of many new employees: complexity.

Let’s take a walk for a moment in the shoes of a newbie at your company.

You:

- see yourself confronted with tons of (although necessary) paperwork.
- also have to learn everything you need to actually perform within the job you were hired for.
- need to get in contact with people that you are a complete stranger to.
- might not have enough time to work through the processes step-by-step, causing you to get flooded with information.
- still don’t know where you can get coffee on your floor.

Basically, being new always means dealing with a certain level of complexity. That’s where draw.io comes in. The human brain has always loved the visualization of things. Images existed long before complex languages were even imagined.

Welcome to draw.io in onboarding! Your ticket to cutting down complexity using visualizations.



Use draw.io to onboard new employees

The process of onboarding new people doesn't start with their arrival on their first day and isn't completed within a week. Actually the process begins while preparing for the new employees to arrive. Once they are there, it's all about induction. This means laying the foundation of the ground rules, providing correct and important information. And all this before your new employees can begin using this information to find their way around the company. Here is how diagramming can support you in all of these three steps.

Preparation

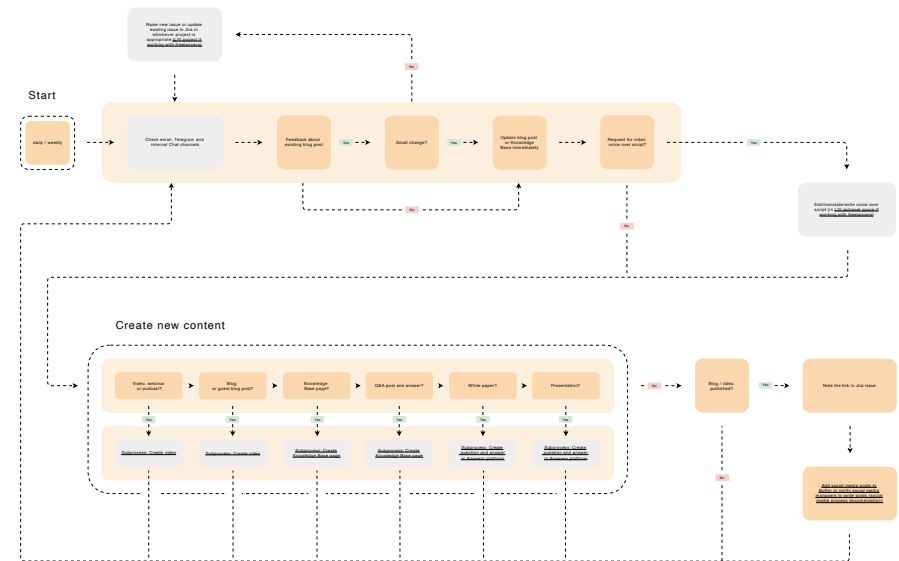
Ever heard the saying: "there is no second chance for first impression"? It has been proven to stand the test of time. Therefore being aware of this means preparing to make as good a first impression as possible.

You had a goal for this particular hire, so you know what has to be done upfront. There are standard procedures that have to be carried out, such as:

- Set up and configure the computer (including phone etc.) and email
- Get through all software tools and create accounts
- Involve all relevant departments and get support for the newbie

These steps mostly deal with setting up the basics to make the employee become a productive member of the workforce, quickly. What is not covered though, is creating a positive first impression. When people start a new job, they expect their workplace to be ready for them. If you want to surprise people and convince them that the decision they made was the right one, pick them up at your front door. Have a coffee with them....

In preparation, use flowcharts to help people organize everything that is necessary to create this impression. This is how it might look like...



› [Open flowchart in draw.io](#)

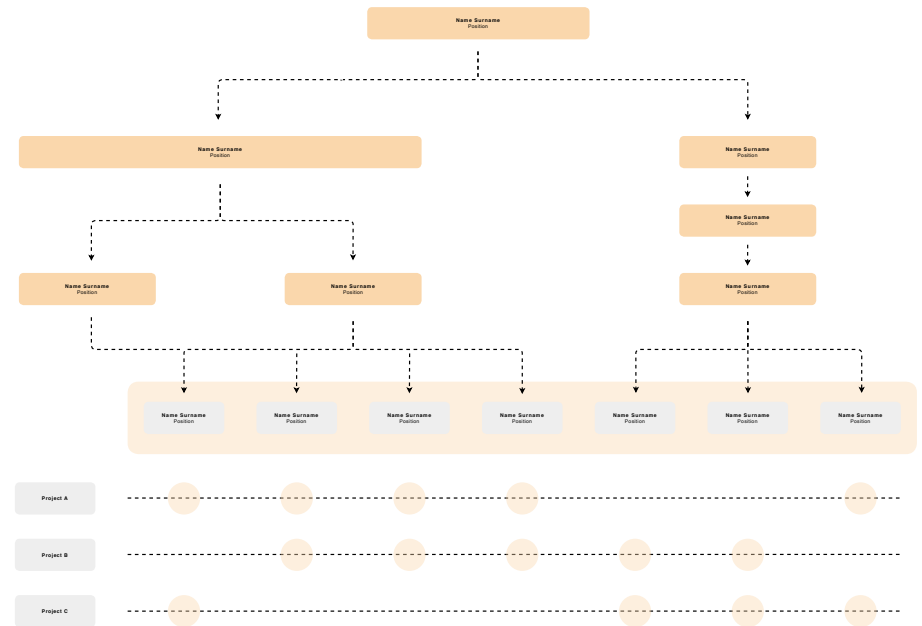
Induction

Induction happens at the very beginning when you introduce the job and your organisation to the new employee. The most common facts and figures are for example:

- company's mission, vision, values, policies, norms, conditions of employment
- employers and employees rights
- history of the employer
- Terms and conditions
- clients and partners
- dress code
- safety measures
- etc.

An induction program provides basic information and for this reason, is often located close to your knowledge management process. What you want to do here is enable people to become a useful, integrated member of your company. In the end, newbies should have understood what is necessary to do their job and how their role integrates in your overall business.

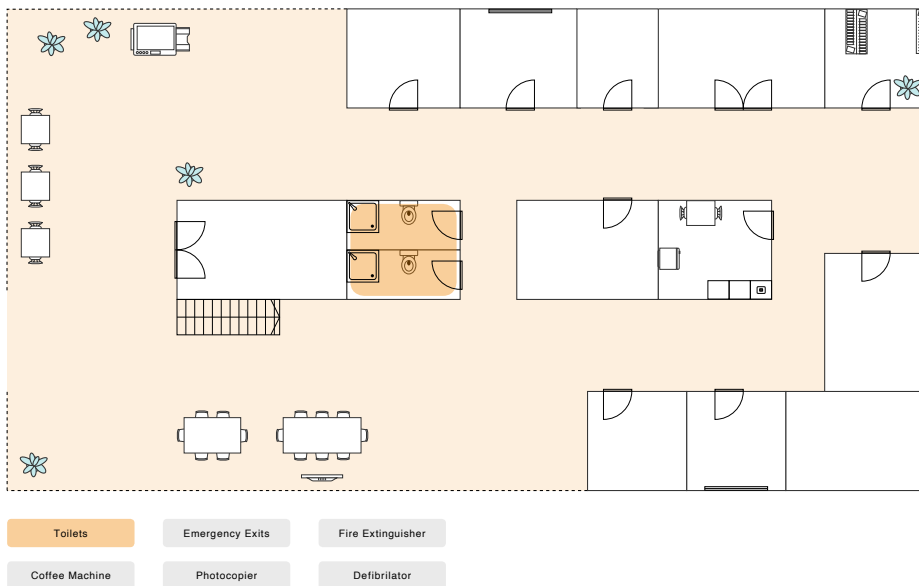
What should be avoided at this stage is to bury the novices under a mountain of information before they have even started. At this point, the aim is to pack the information important for new employees into small learning portions. Visualization can also be very helpful here and the diagrams could look like this:



› [Open org chart in draw.io](https://draw.io)

Orientation

The process of orientation starts where induction ends. While induction focuses on the assimilation of a new joiner, Orientation is the integration of employees in the organisation. Induction is a short term, one way process, whereas orientation lasts for a longer period and emphasizes mutual communication and relationship building.



› [Open floor plan in draw.io](#)

Orientation prevents new entrants from being anxious. According to research, employees tend to worry if they will be able to perform the new job because they compare themselves to more experienced colleagues. At this stage, offer more and more information to the job environment itself by introducing them to other colleagues. While induction is also called passive onboarding, taking both cultural norms and relationships into account makes the onboarding process (inter)active. The support that draw.io can offer is highly related to building up relationships, which of course includes org charts.

” According to one estimate, 60% of managers who fail to onboard successfully cite failure to establish effective working relationships as a primary reason. Integration into one’s work group is positively related to commitment and turnover. And high-quality relationships with leaders and other team members undoubtedly are related to favorable onboarding outcomes, including performance and job satisfaction. “

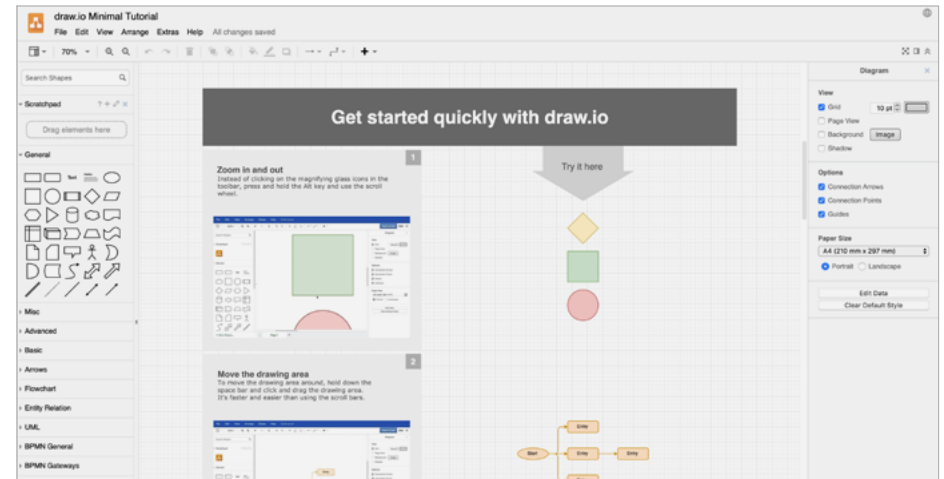
Getting people on board to use draw.io

Giving people the opportunity to use something they already have available to them, but not yet taken advantage of, may be challenging. So here at draw.io we came up with the “draw.io minimal tutorial” to give exactly those people a way to fall in love with diagramming.

Learn draw.io within draw.io

” No training platform, no classroom, no instructors, training to anyone, anytime and anywhere, directly within Confluence. “

We don't offer a sandbox but we do offer a live, hands-on training in your Confluence instance. All tutorials can be chosen from the draw.io template manager, so there are no media breaks between learning and training. The lessons consist of single steps within draw.io that you directly can repeat in the canvas.



Get started quickly with draw.io

Zoom in and out
Instead of clicking on the magnifying glass icons in the toolbar, press and hold the Alt key and use the scroll wheel.

Try it here

Move the drawing area
To move the drawing area around, hold down the space bar and click and drag the drawing area. It's faster and easier than using the scroll bars.

Rookie

Beginners Guide

Nine steps to get started quickly with draw.io:

- Learn how to navigate through the canvas
- Find the right tools and panels on the draw.io interface
- Work with shapes, text, colors, links and images

[Try it out now](#)

Segmented training on scenarios

Within your organization there are a lot of different technical skill levels among your staff. Our draw.io micro learning tutorials on scenarios create a win-win situation:

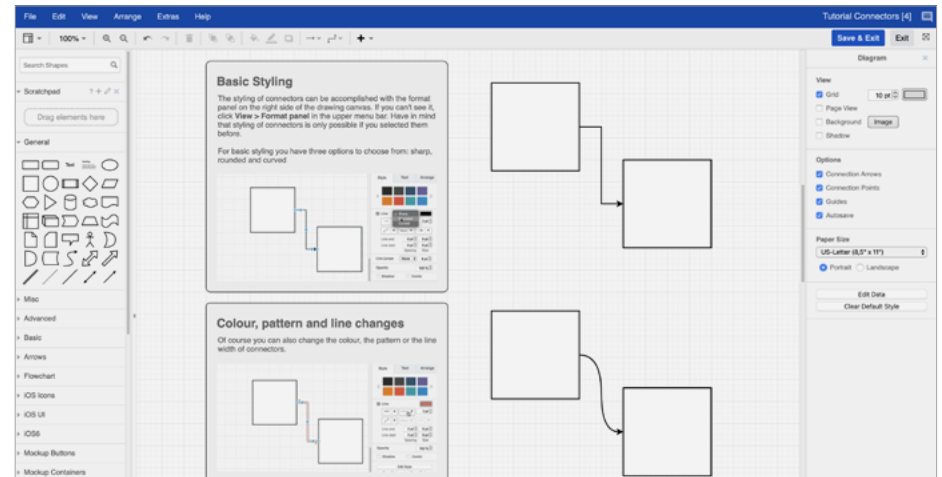
1. New users can learn at their own pace, whereas seasoned users can jump right into the advanced levels.
2. Reducing complexity of training by offering bite-sized chunks. This makes it easy to access the content when you need it - every time you need it.

Efficient in cost - effective in use

We haven't even gotten to the best part yet! You don't need an additional platform to offer draw.io training within your organisation and you don't have to hire in trainers for your staff. Let's be honest, we all love to save money and we definitely don't want to take part in boring workshops.

The very nature of this type of software onboarding, as well as micro-learning can improve knowledge retention up to 25%.

We have found that this style of training helps us to get people on board with a tried and true system. Offering micro learning as a self service gives new users a structured way of testing draw.io while saving a lot of time.



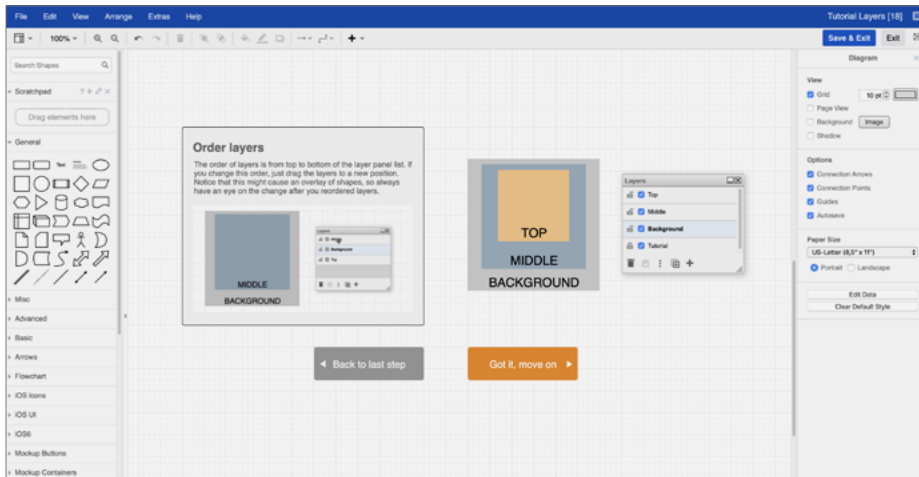
Connectors Guide

Advanced

Learn how to connect shapes like a pro:

- Difference between fixed and floated connectors
- Adjust connectors and work with waypoints
- Get to know different styling options
- Learn shortcuts and advanced tips

[› Try it out now](#)



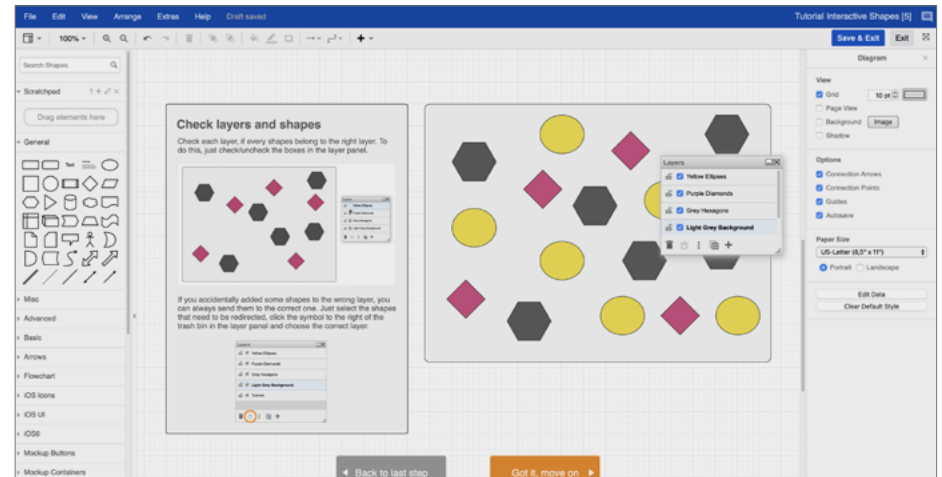
Layers Guide

Rookie

Think and work in layers to structure complex diagrams:

- Work with the layer panel
- Add, lock, order and duplicate layers
- Add and move shapes to and between layers

› [Try it out now](#)



Interactive Guide

Master

Toggle on and off parts of your diagram after creating an interactive diagram with boxes from custom panel links and actions:

- Work with layers and layer IDs
- Add custom links and create toggle buttons
- Create an interactive floorplan

› [Try it out now](#)



Download and embed all of our tutorials in your Confluence instance. Need help making custom templates that are available in the draw.io template manager? [Check out our blog post about how you can leverage your draw.io user experience with custom templates.](#)

Sharing is caring

We do everything we can to increase the value so that you can get the most out of your draw.io experience. We are confident that draw.io can give you a way to great results in all departments of your organisation. All the training you do and all the examples we provide come to life when you share your success. So please share your successes and encourage your colleagues to do the same.

We love to hear from our draw.io friends so please always feel free to share your experiences with us so we can concentrate on the content that you need and deserve.

May the force draw with you ;)

Ressources

<https://trainingindustry.com>

http://image-src.bcg.com/Images/BCG_From_...

<https://community.articulate.com/discussions/...>

<https://www.appsembler.com/blog/5-reasons-...>

<https://blog.wagepoint.com/all-content/the-...>

<https://www.akyra.com.au> › induction-onboarding

<https://keydifferences.com> › difference-between-induction-and-orientation

Obligation-free test!

seibert.biz/trydrawio

Support

support@draw.io

