

Employee Onboarding Process Improvement

1. Role-Play Dialogue Text (Approximately 10 minutes)

Characters:

- **HR Manager**
- **Department Manager**

Scenario:

The HR manager and a department manager discuss ways to improve the new hire onboarding process.

HR Manager: We've been receiving feedback that our onboarding process feels overwhelming for new hires. If we streamline onboarding, then we could reduce new hire turnover.

Department Manager: That makes sense. New employees often struggle with too much information at once. What improvements do you suggest?

HR Manager: We could introduce a mentorship program. If each new hire has a mentor, they might adjust more quickly to our company culture.

Department Manager: That's a great idea. We should also consider breaking the training into smaller sessions. If we spread it over two weeks instead of one, new employees may retain more information.

HR Manager: Agreed. Additionally, if we use interactive training methods, then engagement levels could improve significantly.

Department Manager: We should also gather feedback from current employees. If we ask them about their onboarding experience, then we might identify more areas for improvement.

HR Manager: Good point. Let's schedule a meeting next week to finalize these changes and discuss implementation.

Department Manager: Sounds good. If we execute this well, then we should see a positive impact on retention rates.

2. Comprehension Questions and Sample Answers (Approximately 5 minutes)

1. What is the main issue discussed in the dialogue?

- The main issue is how to improve the new hire onboarding process to reduce turnover.

2. What are two proposed solutions for improving onboarding?

- One solution is introducing a mentorship program, and another is spreading training over two weeks.

3. Why does the HR manager suggest using interactive training methods?

- Because interactive methods could improve engagement levels among new employees.

4. How do they plan to gather additional feedback for improvement?

- They plan to ask current employees about their onboarding experiences.
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3. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation:

- Review the dialogue, key vocabulary (onboarding, turnover, streamline, retention), and grammar points (modal verbs and conditionals).
- Be ready to explain additional details related to HR processes and training strategies.

Introduction (2–3 minutes):

- Begin with a discussion: “What challenges do new employees typically face when joining a company?”
- Introduce the lesson objectives: learning key HR-related vocabulary and practicing conditionals/modal verbs in business discussions.

Reading & Analysis (10 minutes):

- Have the student read the dialogue aloud, correcting pronunciation and intonation.
- Highlight the use of conditionals and modal verbs, explaining how they function in business communication.

Comprehension Check (5 minutes):

- Ask the comprehension questions and provide immediate feedback.
- Encourage students to use key vocabulary in their responses.

Role-Play Practice (Remaining Time):

- The teacher takes one role (HR Manager or Department Manager), and the student takes the other.
- Have students rephrase sentences using different conditionals/modal verbs.
- Provide feedback on fluency, grammar, and vocabulary usage.

Wrap-Up (2–3 minutes):

- Summarize the key vocabulary and grammar points.
- Assign a short homework task: “Write a brief proposal (5–7 sentences) on one additional way to improve onboarding, using at least two conditionals.”