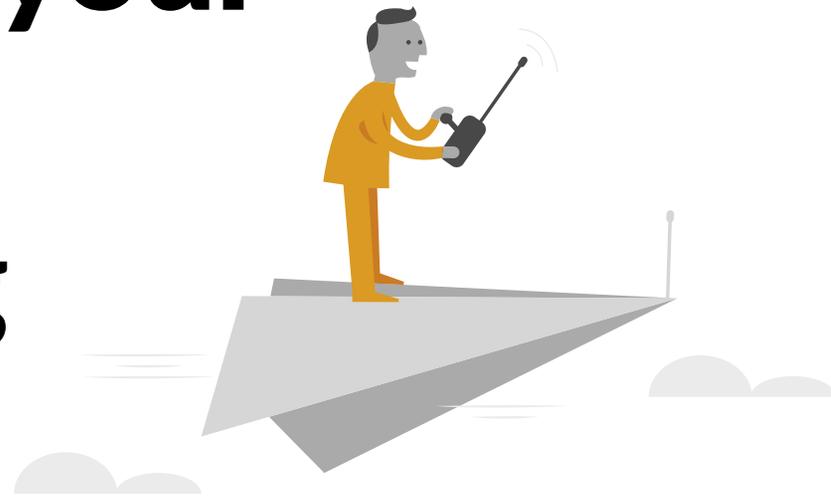# draw.io

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 influential when it comes to employee experience (first one is delivering on recruiting). 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.
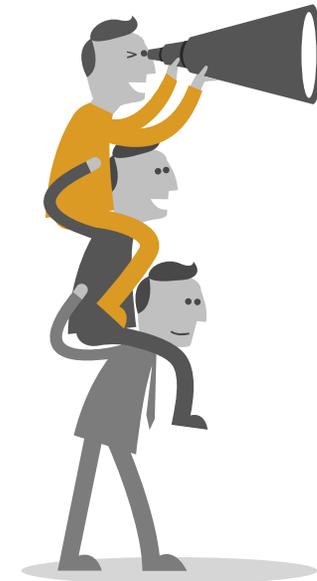
Use draw.io to onboard new employees

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

You've probably heard the saying: "there is no second chance for a first impression," and it has stood the test of time. It then goes without saying that it's essential to use the preparation phase to make as good a first impression as possible.

Part of this first impression is to make sure that the new employee has everything they need the moment they walk through the doors. This could include:

- the setting up and configuration of all hard and software
- getting current employees up to speed about the new hire
- the creation and preparation of necessary paperwork to streamline legal matters

The HR dept is responsible for the coordination between the other departments that are also involved in the preparation process. When a welcoming, organized atmosphere is created, the new employee will have the feeling of having made the right decision in joining the company.

Visualization can be an integral part of this.

HR could put together a flow chart that displays the processes for each of the departments involved and the tasks they need to carry out. For example, to map out the preparation tasks for the IT department, such as the ordering of all the tech the new hire would need the moment they sit down at their desk.
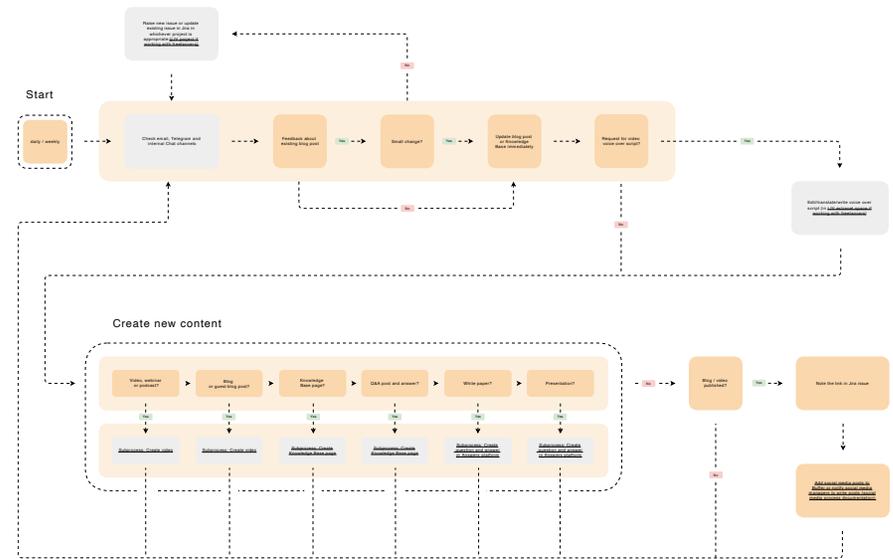
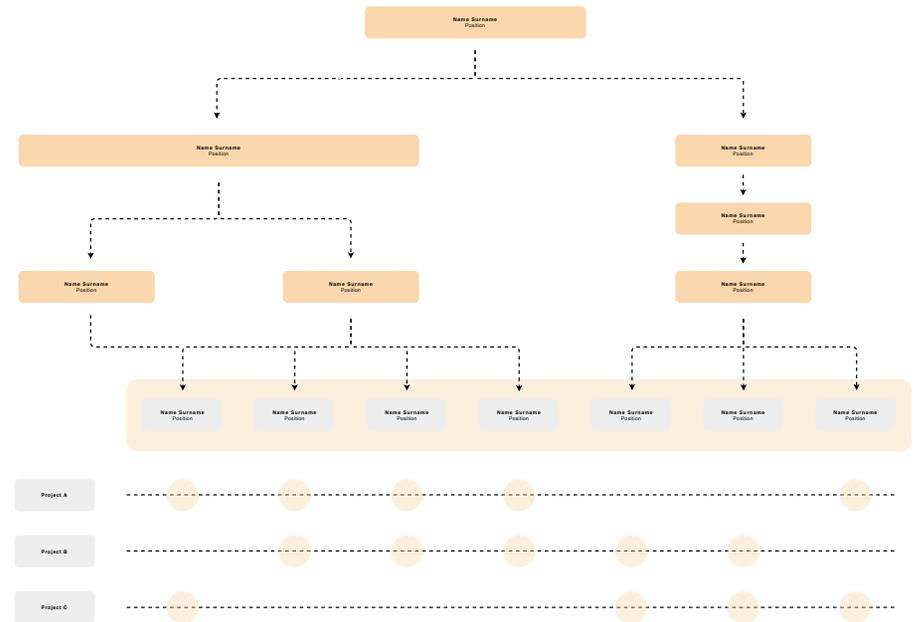

› Open flowchart in draw.io

Induction

Being new in a company can be overwhelming in the first few weeks for the person who just got hired. The flood of information can be seemingly endless. During this phase, the aim is for the employee to be integrated socially and professionally into the fabric of the company.

The company already has resources available within Confluence and the new hire will be given access to this information. Having a knowledge base is wonderful, but making it less overwhelming by breaking down the information into bite-sized pieces is important.

Information on employer history, dress code, or safety protocols can be sifted out of the larger bank of information and be passed on to the new employee, rather than have the employee search through the mountain of available information on their own.

Visualization can play a crucial part in breaking things down. An org chart so they know who they can go to for specific needs or even just a simple floor plan so they can find things they need immediately like fire escape routes can be very helpful in taking away the guess work for the new hire in the first few weeks.

› Open org chart in draw.io

Orientation

Where the induction phase is more of a short-term, welcome process, the orientation phase is seen as its long-term counterpart. A large part of the onboarding process is building relationships and that is exactly what the Human Resources department is there for. They build a bridge between the employee and the organization.

| Toilets | Emergency Exits | Fire Extinguisher |
| Coffee Machine | Photocopier | Defibrilator |
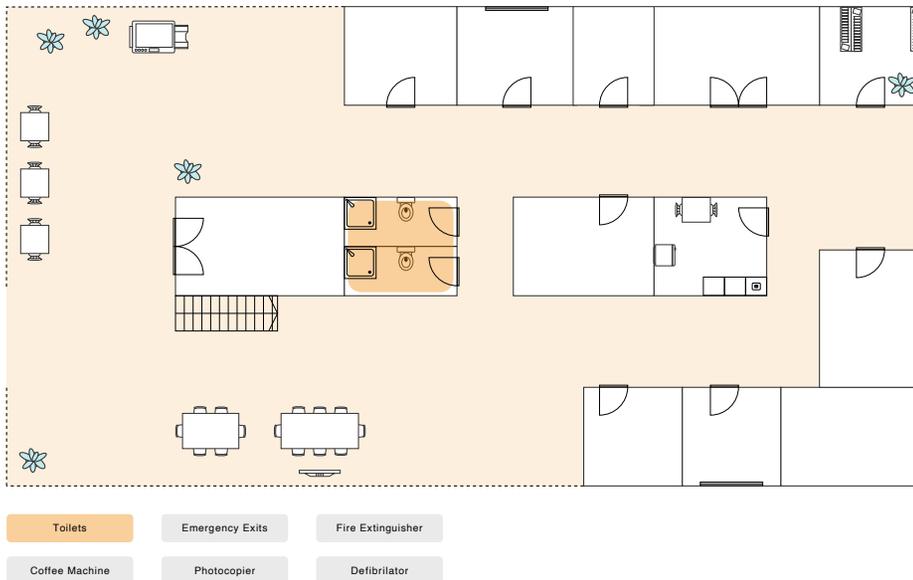
Equipped with the tools provided to them during the induction phase, the new hire now has to shine and show why hiring them was the right decision.

HR has to also make sure that the employees that were already in the company take an active role in this integration process. Is the new hire on track? Are there things that are going well but could be optimized?

How does visualization actually help human resources? By using an organizational chart, you can get ahead of things like bottlenecks - are there actually enough staff available to fulfill the needs of the corporation? You would be able to see patterns emerging and therefore, are able to pick out the things that are working and scrapping things that aren't.

The focus is on employee retention so the HR department is tasked with putting the right constellation of people together, working toward a common goal. When the prep work and the follow-through are done right, the revolving door should stop spinning.

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, any-time and anywhere, directly within Confluence. "

We don't offer a sandbox but we do offer a live, hands-on training in your Con-fluence 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 can directly repeat in the canvas.

Rookie

Beginners Guide
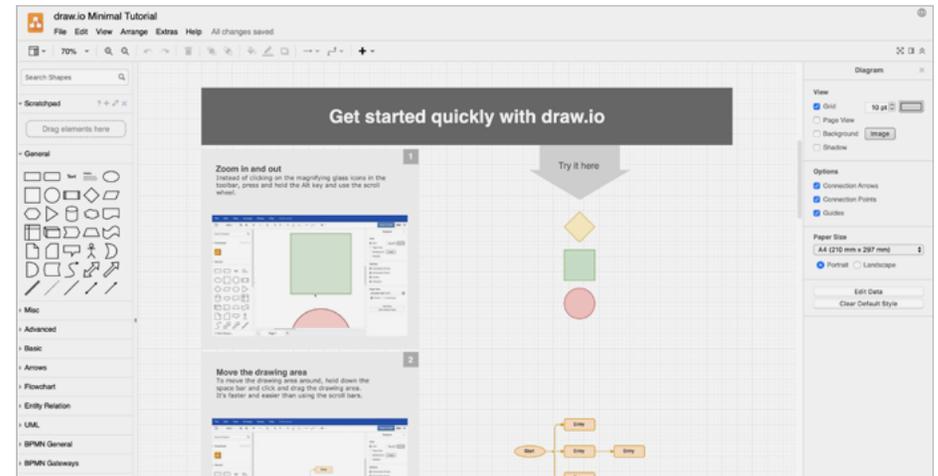
Nine steps to get started quickly with draw.io:

- 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.
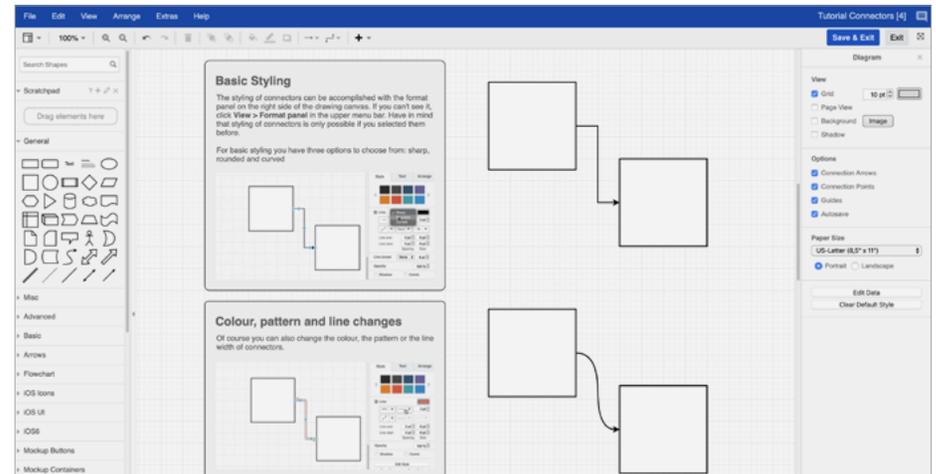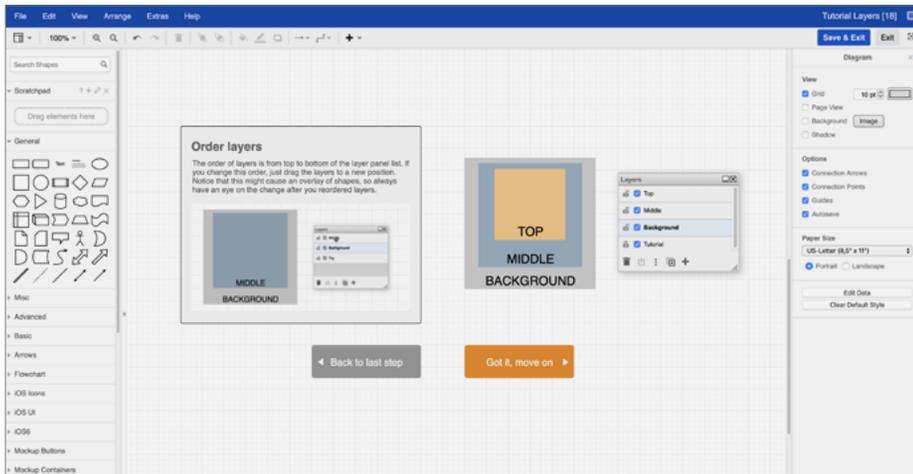

Connectors Guide   Advanced

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
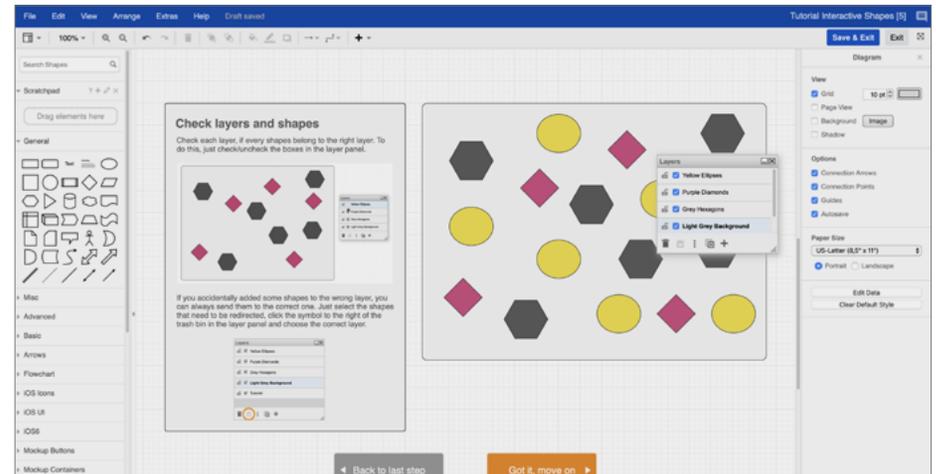- Learn shortcuts and advanced tips

› **Try it out now**

Layers Guide

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

Toggle on and off parts of your diagram after creating an interactive diagram with custom 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

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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