



The background of the slide is a light cream color, decorated with various office supplies and plants. In the top left, there is a small potted plant with green leaves, a spiral notebook, a pen, and paper clips. In the top right, there is a cup of coffee with a white lid and a small plant. In the bottom left, there is a pen holder with several pens, a pair of glasses, and a small plant. In the bottom right, there is a spiral notebook, a pen, paper clips, and a small potted plant. The overall aesthetic is clean and professional.

## ***Onboarding is an investment***

### **Well-executed onboarding**

- Accelerates learning and independence.
- Reduces mistakes and misunderstandings.
- Improves well-being at work and engagement.

For international employees, onboarding is especially important because work culture, communication styles, and expectations may be entirely new.

Onboarding is a key factor in the success and management of the practical training or employment period.

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## **Onboarding is a process**


Before the practical training or job begins ensure the following are clearly defined in advance:

- Job tasks.
- Responsibilities.
- Learning objectives.

Whenever possible, review these with the trainee beforehand.

Prepare in advance:

Work tools, user accounts and materials needed for working and learning.

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Send a pre-arrival message to the trainee/new employee including:

- The first day schedule.
- Contact details of the supervisor or mentor.
- Practical instructions (e.g. arrival, timetable).

Also prepare your team:

- Clarify roles in onboarding.
- Check language skills.
- Assign a mentor.

Clear expectations and a set working environment create a smooth start for everyone involved.

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## ***The first days are critical***

Make a strong investment in the first days. Welcome the employee personally.  
Review together:

- The workplace and team.
- Job tasks and objectives.
- Daily workplace practices (working hours, breaks, communication channels).

Start practical guidance immediately

- Show concretely how tasks are done.
- Ensure understanding (e.g. ask them to explain in their own words).

Also remember to:

- Introduce the trainee to the team.
- Give initial feedback early, and continuously.
- Present the available support network.



***Onboarding Continues in Daily Work. Onboarding does not end after the first days. As a supervisor, remember to:***

- Provide regular guidance and feedback.
- Break tasks into clear steps and follow progress.
- Increase responsibility gradually as skills develop.

The supervisor plays a crucial role in supporting learning, helping in challenging situations, and creating a safe and supportive environment.

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## ***Ending the Internship***

The final phase is equally important. It supports learning and strengthens the employer brand.

### **Remember to:**

- Evaluate the achievement of goals.
- Provide concrete and positive feedback and identify areas for development.
- Discuss next steps regarding the trainee's work and studies.

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## ***Special guidelines for international employees***

While the same principles apply, pay particular attention to the following:

- 1. Clear communication and awareness of possible language barriers are the most critical success factors. Do not assume anything—say things explicitly. The trainee does not know what you are thinking unless you express it.**



Practical tips:

- Use short sentences and plain language.
- Provide concrete instructions and write down key points.
- Repeat when necessary.
- Always ensure understanding (ask them to explain in their own words).
- Encourage using Finnish in a safe and supportive way.
- Allow time for learning.

Use supportive tools such as:

- Written instructions.
- Visuals and examples.
- Translation applications.



## 2. Cultural Awareness and Sensitivity.

Do not assume anything is “obvious”. Be prepared to explain workplace rules, schedules, roles, and responsibilities.

Be aware of cultural differences, for example:

- Different perceptions of time and feedback.
- Hesitation to ask questions.
- Differences in non-verbal communication.

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### 3. Understanding Finnish Work Culture.

It is essential to explicitly explain Finnish workplace culture to avoid misunderstandings.

Explain clearly:

- Punctuality and compliance to schedules.
- Direct communication (less emphasis on small talk).
- Independent working style and responsibility.
- Equality and low hierarchy in workplaces.

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#### **4. Support Determines Success.**

**To ensure a successful experience, provide international trainees with:**

- A designated supervisor or mentor and team support.
- Clear materials and smooth access to digital tools.
- Regular discussions about progress and goals.
- A safe environment where questions are encouraged.

A decorative background featuring various office supplies and plants. On the left, there is a potted plant with green leaves, a spiral notebook, a pen, and a pair of glasses. On the right, there is a cup of coffee, a pink sticky note, a pen, and a notebook. At the bottom, there is a pen holder with pens, a paperclip, and a small potted plant. The overall theme is a professional and organized workspace.

## **Summary: key elements of successful onboarding.**

### **Clarity**

- Concrete guidance
- Structured tasks
- Ensuring understanding


### **Support**

- Continuous guidance
- Safe and supportive environment

### **Cultural Awareness**

- Recognizing language and cultural differences
- Explaining Finnish work culture

**In short:** set clear expectations from the beginning and guide concretely. Create a safe environment and avoid assumptions, unclear instructions or leaving someone unsupported in the early stages can hinder success. By doing this, you ensure: faster learning, stronger engagement, greater value for the company.



Company name:

\_\_\_\_\_

Trainee/Intern:

\_\_\_\_\_

Internship supervisor:


\_\_\_\_\_

### 1. Trainee's Role and Responsibilities

What tasks will the trainee perform?

Which team or department will the internship be part of?

What are the trainee's key responsibilities?



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## 2. Internship Objectives

What skills and competencies is the trainee expected to develop?

What value is the trainee expected to bring to the organization?

What are the criteria for a successful internship?

## 3. Orientation and Supervision

How will the orientation be conducted?

Who will act as the internship supervisor?

What materials and support will be provided?

➔ *For example: orientation plan, tools, workplace practices, and procedures.*

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#### **4. Progress Monitoring and Supervision Meetings**

When will the mid-term evaluation(s) take place?

What topics will be discussed during the supervision meetings?

How will the trainee's progress be monitored?

#### **5. Internship Outcomes and Learning**

Which objectives were achieved?

What did the trainee learn, from the organization's perspective?

What did the organization learn from hosting the internship?