

A very warm welcome!

Companies can implement several key practices to help establish an effective welcome management system for foreign employees.

Here are 10 recommendations:

1. *Preparation prior to arrival:*

Prepare for the arrival of foreign employees. Make sure that their working environment, office equipment, computers, and communication systems are ready for use. Clarify organisational details, including registrations, company guidelines, and required documents. If necessary, translate the documents, for example into English.

2. *Onboarding process:*

Ensure that the onboarding process is well organised and helps foreign employees to settle in quickly and become productive members of the company. This can include assigning a mentor or contact person to the new employee who can help any with questions and concerns. Give them a thorough introduction to the company culture, work processes, and any expectations you may have.

3. *Language support:*

Offer language support to help foreign employees to integrate. This can be in the form of translation services, language courses, or introducing them to multilingual co-workers who can help them communicate.

Organise foreign language courses, English or Spanish for example, for existing employees.

4. *Cultural sensitisation:*

Promote awareness of cultural differences and enhance intercultural understanding within the company. Sensitise employees to different cultural norms and values, fostering a respectful and inclusive workplace. Engage experienced external trainers to support this sensitisation process.

5. *Integration assistance:*

Help your foreign employees to settle into their new home. This can include providing information about the locality and local communities, help with finding accommodation and dealing with authorities, and social integration for the whole family. Include foreign employees early on in the company's family-friendly programmes and activities.

6. *Network building:*

Encourage foreign employees to join networks and make connections. This can be achieved by encouraging their participation in company events and team activities and by setting up mentoring programmes. Explain that these activities will help them find their feet and settle in. Encourage interactions with other employees outside of work tasks to support both professional and social integration.

7. *Training opportunities:*

Provide tailored training opportunities to enhance the professional skills of foreign employees and improve their career prospects.

This demonstrates your commitment to their professional development and fosters long-term loyalty to the company.

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8. *Regular feedback:*

Offer regular feedback, particularly during the induction phase, along with ongoing support to boost the performance and development of foreign employees. Regular check-ins and tailored performance reviews help them track their progress and address any challenges.

9. *Assistance with administrative matters:*

Assist foreign employees with administrative tasks like visa applications and extensions, tax issues, and other legal matters. Make sure that they have access to the necessary resources and information.

10. *Continuous improvement:*

Regularly review your welcome management process and make adjustments to ensure it effectively meets the needs of foreign employees. Seek input from employees, gather feedback, and implement suggestions for improvement.

The WelcomeCentre Saxony-Anhalt helps companies and their employees (new arrivals, foreign staff, and permanent workforce) implement the 10 recommendations tailored to the specific needs of each company. The goal is to establish welcome management as a key strategic tool in HR, enhancing integration, productivity, and employee satisfaction.

Give us a call and make an appointment with our regional advisors!

We are just a phone call away!

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