



## NEWSLETTER

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### Open source digital tools suitable for onboarding purposes

The task of the second stage of the **Digital Onboarding** project was to identify and test open source digital tools suitable for onboarding purposes. The report on the topic is published at the project website [www.digital-onboarding.eu](http://www.digital-onboarding.eu).

The digital toolkit includes services in following categories:

- E-learning and LMS platforms (Moodle, CANVAS by Instructure, Wire),
- Communication and collaboration platforms (Twake, Google Meet, Zoom),
- Automatic translation services (Google Translate, Microsoft Translator),
- Text-to-Speech synthesizers in a variety of languages (Balabolka, ClipChamp),
- Video editors (ClipChamp, CANVA),
- Process design tools (ARIS Express),
- Project management and process automation tools (Jira, Confluence),
- Storage in the cloud (Dropbox, Google Drive),
- VR applications development platforms (GuriVR, OpenSpace3D, ARCore),
- Other (BrailleBlaster).

For each tool in this set, application examples are provided for onboarding purposes.

It is important to note that especially after the start of the Covid 19 pandemic, organizations very quickly started using some of these tools. E.g. communication and collaboration platforms like Zoom, MS Teams, Google Meet, Viber, etc. Thus, they need some organizational efforts to expand their usage for onboarding purposes.

From a practical point of view, it was important for us to evaluate the quality of automatic translation, and in particular in real-time mode. This was important because the shortage of skilled labor for some professions, such as welders, made it necessary to look for workers from outside the European Union. A large part of them with very poor or no language training.

Also, since some of the learning resources we use in onboarding had to be translated into other languages, it was interesting to check the quality of the translations of technical materials.

Nowadays, most people prefer to work with video content. So, we explored the possibilities of quickly creating multilingual video content for onboarding needs. Test have shown that in this regard, most of the communication and collaboration platforms like Zoom and the video editors like ClipChamp do an excellent job.

Here's two examples.

**Make the training via ZOOM, record it, and use the video repeatedly**

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The design department of a large plant needs several new specialists with an engineering background. Part of the onboarding program is for these new recruits to be trained to work with a specialized CAD system. Here too, the plant faces several challenges. Even if a newly appointed person knows the basic capabilities of the CAD-system, his preparation for working with specialized libraries, standards and plant solutions takes between 3 and 6 months. The training is carried out by the manager of the department, who is terribly overworked. Also, there is no queue of applicants for the position.

The plant managed to find the first candidate within a month, but the next one came after more than three months.

To handle onboarding, the design department manager finds the following solution. He conducts the training of the first appointed through ZOOM and records it.

When the plant hires a new designer, the manager lets him watch the training records of the first designer, and this greatly shortens the training effort.

The plant is gradually starting to implement this practice for other trainings and to use them in the onboarding.

### **Create multilingual presentation video using Power Point presentations and ClipChamp**

A factory has many Power Point presentations that it uses in onboarding. A large part of the presentations is focused on occupational safety topics, briefings, etc. and are used in the orientation process. The presentation is made by employees from the relevant departments of the enterprise to each new employee. This takes a lot of time because the company hires a lot of new workers, including foreigners.

To solve the problem, the trainers use Google Translate and prepares presentations in the needed languages. In the Notes part of the presentation they write down the text in the target language that explains every slide. Next, they use Balabolka's or ClipChamp Text-to-Voice capabilities and generate voice files to every slide. By the standard "Rehearse timing" and "Save" the presentation in MPEG-4 video format, the trainers obtain video files ready for voicing. At the end of the day trainers use ClipChamp for dubbing and voicing the videos.

By this approach the company produces videos in 2-3 languages suitable for onboarding within couple of days!

You can find examples of onboarding content created by those digital tools at the project's website [www.digital-onboarding.eu](http://www.digital-onboarding.eu) . You can even use part of them in your company!

Here is the list of the examples:

- Core values (in Bulgarian),
- Technical presentations and demonstrations (in English and Swedish),
- Employee Value Proposition (in English, Created by Power Point, Google Translate, ClipChamp),
- Training Trainers (in English, created by Zoom).