



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

# ONBOARDING AND TRANSITION PROGRAMS

**Presented to:**

Association of Secretaries General of Parliaments  
(ASGP)

**Charles Robert**

Clerk of the House of Commons  
Canada

October 2022



# Agenda

## ✓ Background

## ✓ Onboarding program

- Program objectives and key points
- Program content and delivery

## ✓ Transition program

- Program objectives and key points
- Program delivery and services

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## MEMBERS' ONBOARDING PROGRAM – BACKGROUND

In August 2017, at the request of the Members' Orientation Program (MOP) Steering Committee, Human Resources Services proposed an approach to develop an integrated corporate training/learning strategy for the Members' onboarding program.

- ✓ A review of the program and existing practices was conducted along with research on best practices and benchmarking
- ✓ The redesign of the onboarding program for Members and their employees was approved in 2018 in time for the 2019 general election
- ✓ The program was delivered for the first time after the 2019 election and then modified for virtual delivery after the 2021 election

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# MEMBERS' ONBOARDING PROGRAM – GUIDING PRINCIPLES



## LEARNER-CENTRED

Approach based on learner needs, adult-learning principles and appropriate learning objectives



## CONSISTENT

Can be delivered to new Members and their employees now and in future



## JUST-IN-TIME

Information, sessions, and other learning activities and tools provided when needed and useful



## INTEGRATED

Takes priority, order and progression of content into account, while consulting with service areas and parties to foster integration



## FLEXIBLE

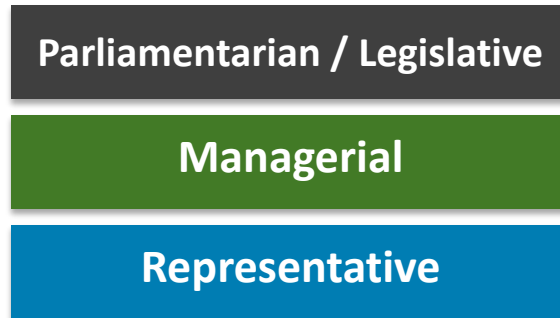
Uses variety and appropriate delivery methodologies and channels

# ONBOARDING PROGRAM

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## MEMBERS' ONBOARDING PROGRAM – OBJECTIVES

- Provide clear, progressive and integrated flow of various and flexible learning/training activities to Members and their employees, based on Members' different roles:



- Ensure new Members and their employees **better understand the tools and services that support them in each of their roles**, and provide just-in-time learning resources that help them acquire the knowledge and skills to fulfill these roles.
- Help Members and their employees quickly achieve full efficiency and productivity.

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# ONBOARDING PROGRAM FOR MEMBERS OF PARLIAMENT

The Members' onboarding program is designed for:



## NEW MEMBERS

New Members are invited to participate in several onboarding activities and meetings



## RE-ELECTED MEMBERS

Re-elected Members have access to onboarding support

- Liaison Officer is assigned to each re-elected Member to guide them through important steps
- All information is available on the Members' intranet site

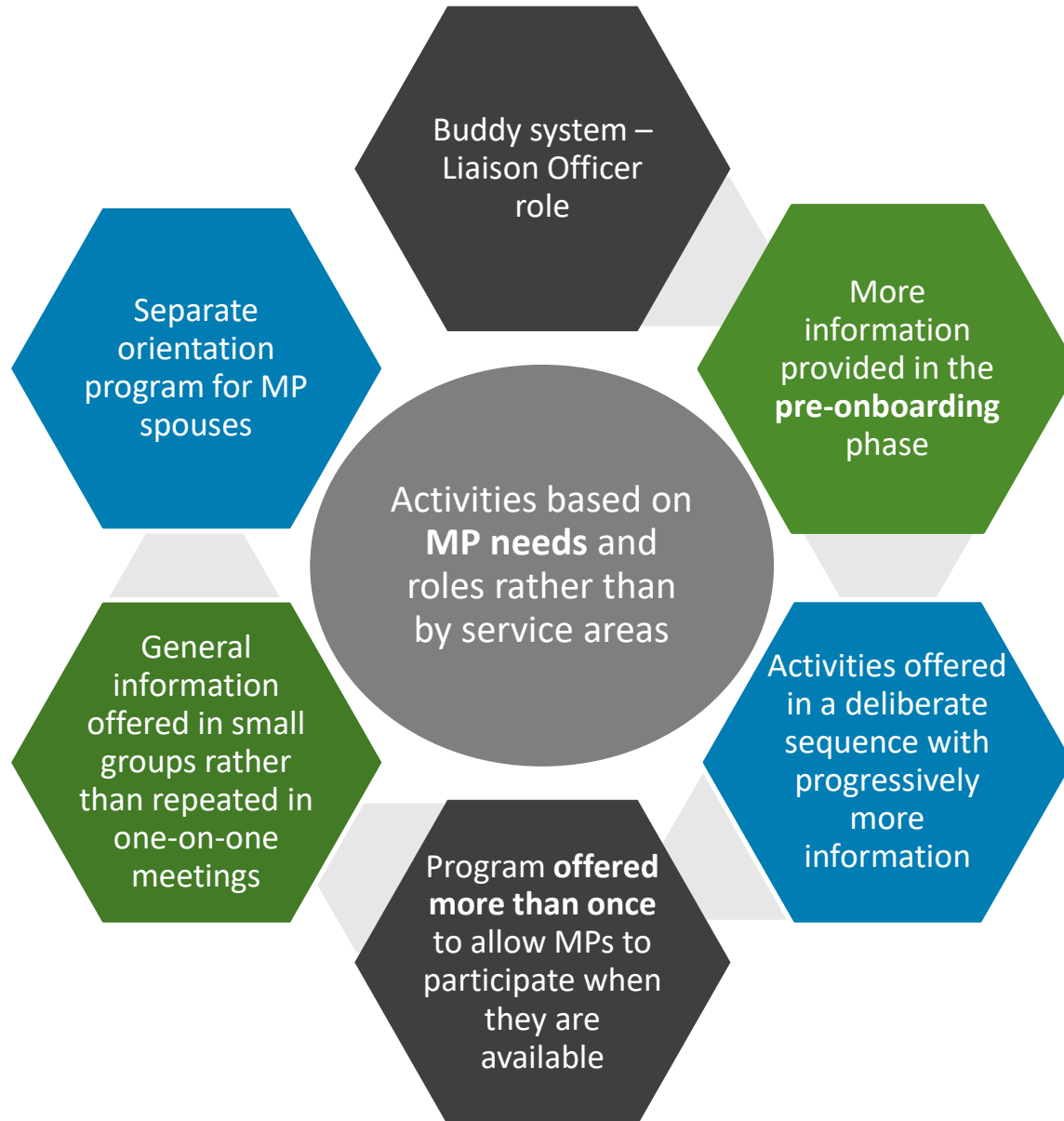


## HOUSE OFFICERS

A tailored onboarding approach is offered to every Member who is appointed to a new House Officer role

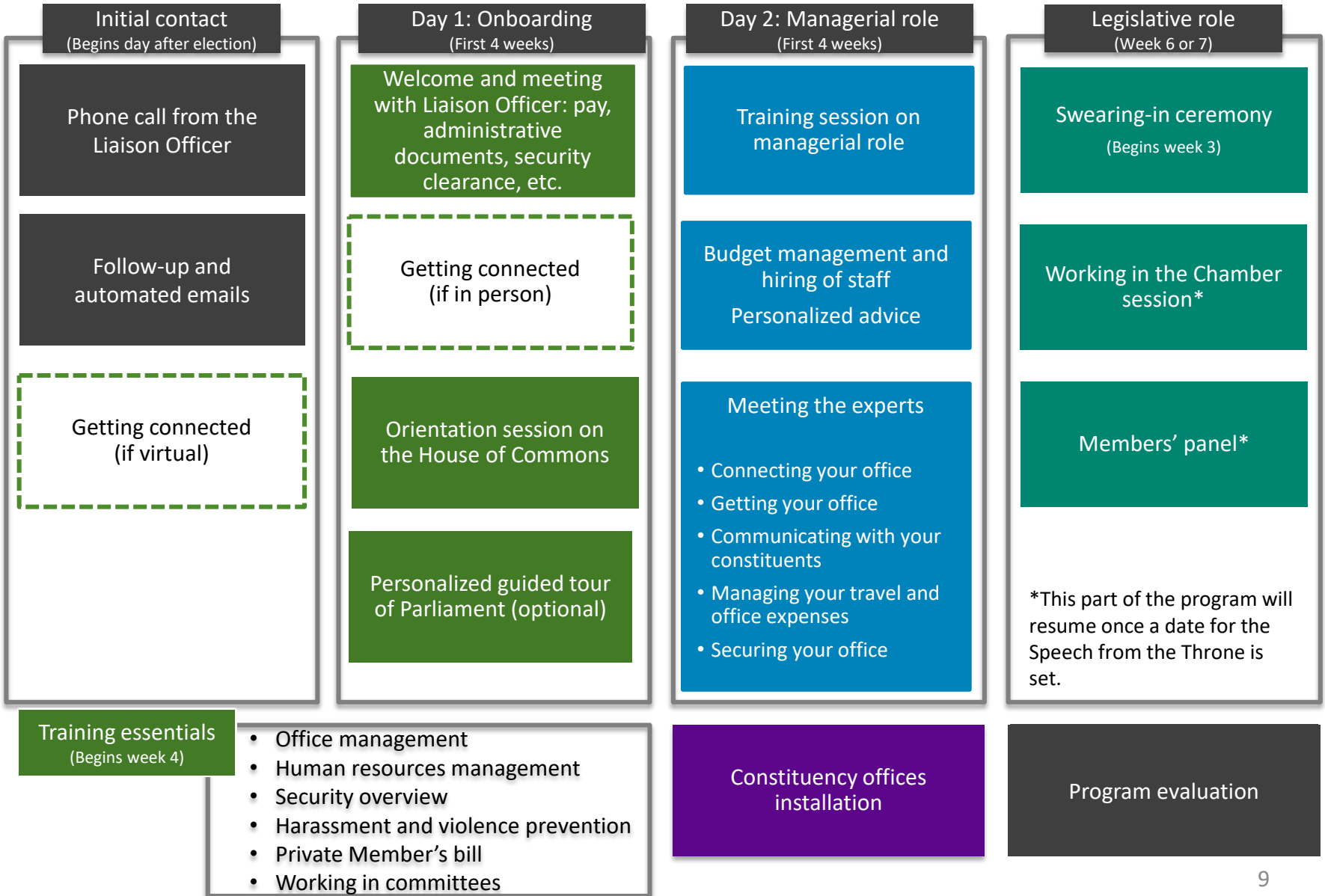
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## MEMBERS' ONBOARDING PROGRAM – KEY POINTS

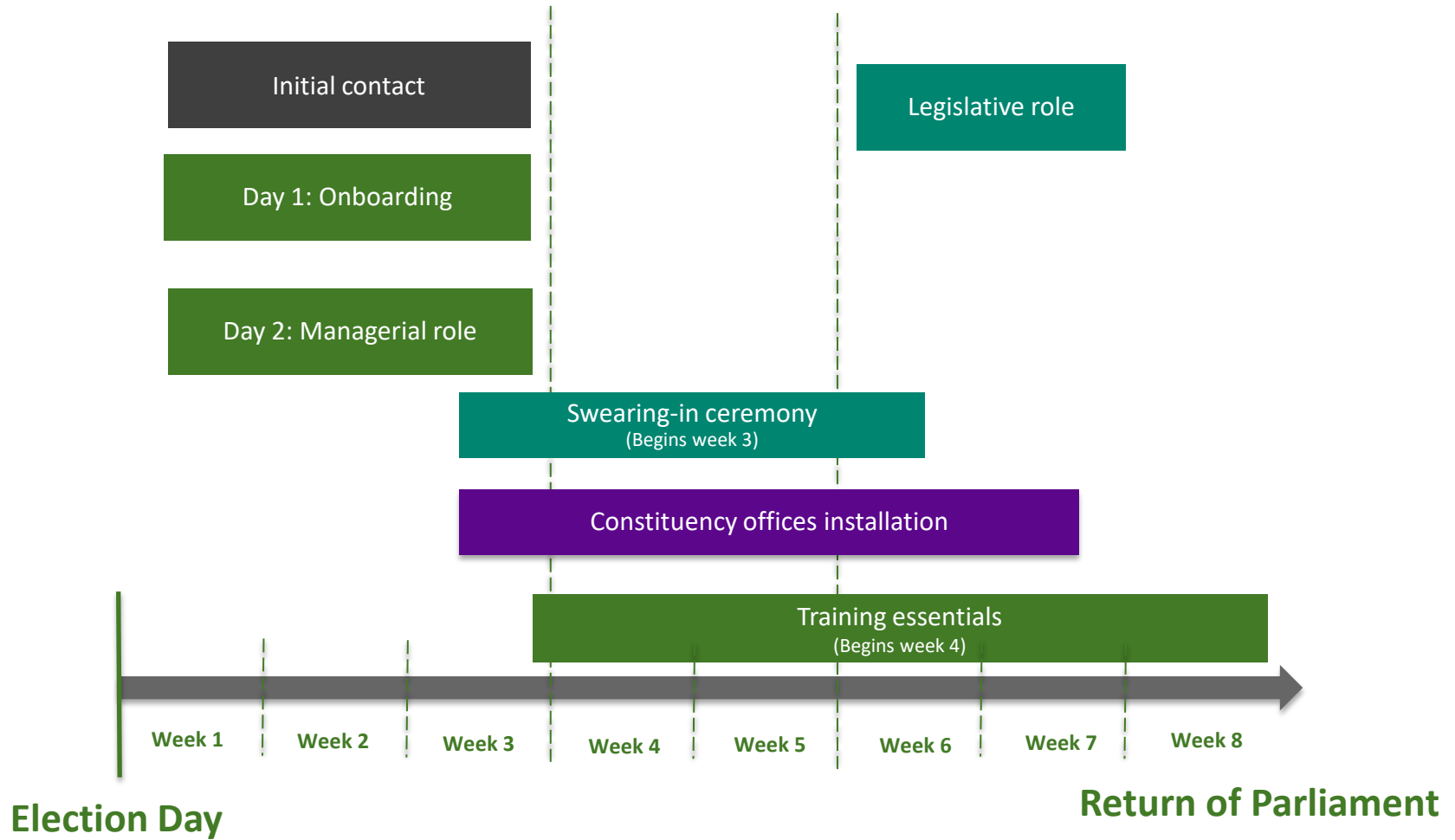




# ONBOARDING PROGRAM FOR NEW MEMBERS



# ONBOARDING PROGRAM FOR NEW MEMBERS – DELIVERY



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# STATISTICS AND MEMBERS' FEEDBACK



2019 Election	2021 Election
98 new Members	51 new Members



"Thank you for the opportunity to provide the feedback. It is an excellent program which makes steps much easier for new Members to navigate through the process of getting reading ready for the new role as a Member of Parliament. I had an excellent experience interacting with my Liaison and other training coordinators."



"I really had a great experience and I am thankful for the time and effort that went into preparing us for the work ahead."



"Very well organized. High level of professionalism displayed by all staff members."



"Organized, comprehensive and welcoming"



# TRANSITION PROGRAM

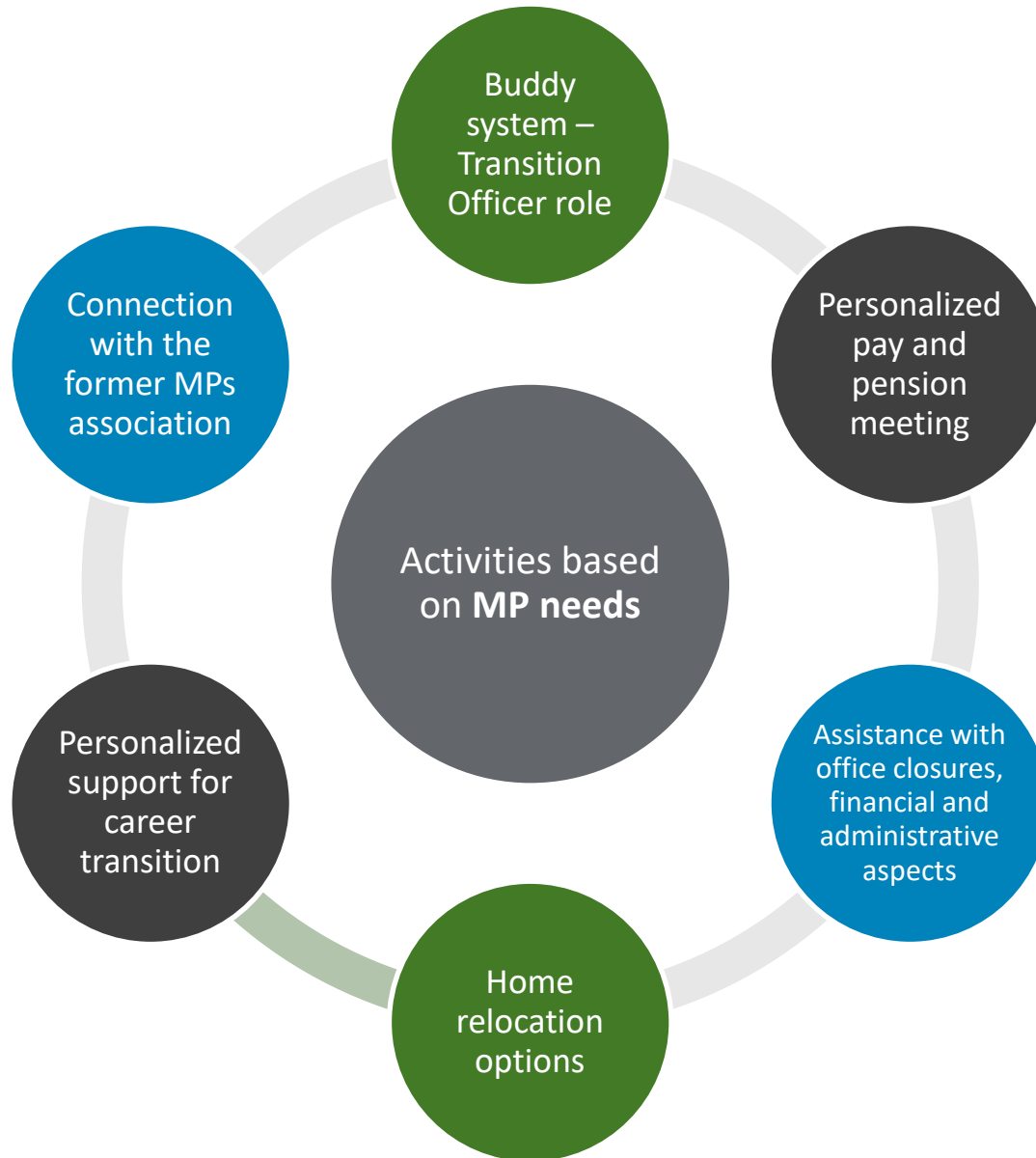
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## TRANSITION PROGRAM – OBJECTIVES

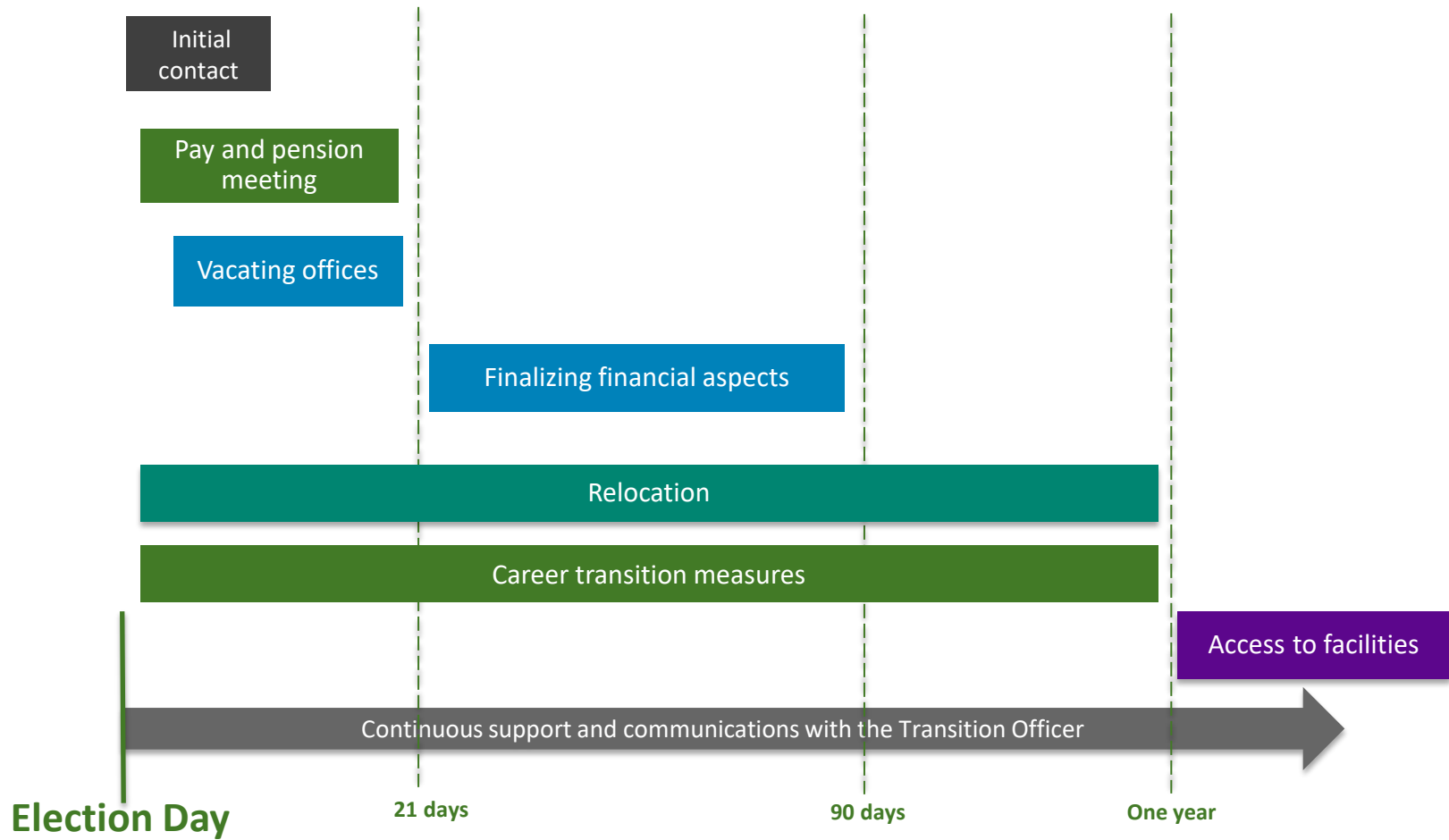
- 1 Assist transitioning Members and their staff using a seamless and integrated approach
- 2 Help transitioning Members and their employees **understand** what's expected of them in a timely manner:
  - Timelines
  - Budgets
  - Assets and inventories
  - Staff
- 3 Ensure the House of Commons retrieves all assets and collects reimbursements in a timely manner

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## TRANSITION PROGRAM – KEY POINTS



# TRANSITION PROGRAM - DELIVERY



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# SERVICES FOR TRANSITIONING MEMBERS

## RELOCATION



Eligible Members may relocate from the Ottawa region to a residence in Canada outside the Ottawa region within one year of ceasing to be a Member.

## CAREER TRANSITION AND PERSONAL SUPPORT



Members have access to a career transition support program to help them transition out of parliamentary life. Career transition services must be initiated within 12 months.

Members have access to the Employee and Family Assistance Program for 12 months following election day.

## ACCESS TO FACILITIES



- Select Library of Parliament services
- The Parliament buildings
- The Parliamentary Dining Room and cafeterias
- The Members' Gym
- The Parliamentary parking lots



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## CAREER TRANSITION SERVICES

Members who are not re-elected or not seeking re-election can access career transition services through a third-party outplacement company.

They are provided with a **\$15,000** transition support allocation for career counselling and/or training.

	Number of non-seeking MPs	Number of MPs not re-elected	Total number of departing MPs	Number of MPs who received career transition services
<b>2019 election</b>	43	49	92	<b>49</b>
<b>2021 election</b>	32	18	50	<b>33</b>



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## MEMBERS' FEEDBACK



"...very impressed and moved by the Clerk's initial email sent out the day after the election. It was a very kind and touching letter. This process for non-re-elected employees is a "sweet" process, very proud of the service she's given and in turn very proud that we are all part of it and very impressed with out-support during this time."



"very pleased with the transition process and the support that I provided without which it wouldn't have been so easy".



"Thank you Tina for all of your help. It has been a crazy three weeks and I often wasn't sure if things would get done. Thank you for your steady hand and guidance."

QUESTIONS

