

Onboarding Well

Week 2: Building the team

Done?	To-dos:
	Take an hour to review the Team Member Fact Sheet together, both yours and theirs (watch this video for tips on how to get the most from this session)
	Take a couple of hours to walk through budgets and plans you have for the team
	Create a list of all the people you want them to meet one-on-one and assign them task of setting up meetings
	Schedule time for them to do a day/week (your choice) working wherever your core service/product is delivered: if you are a manufacturing company, put them on the floor; if you are a service company, pair them with one of your best people and have them shadow for several days/up to a week
	Create a development plan: Make a list of all the things you expect them to be able to do and by when (you will review this with them next week) <i>Consider: Are there any problems you have that they can help solve? Choose some things that fit their skillset/experience and will help the team see the value they bring (i.e., start building trust).</i>