Onboarding for success!

1. **Create a personal experience, don't train & lecture.**

   ➢ Especially virtually, focus on the person and be human yourself – welcome matters more.

2. **Begin with the end in mind – plan ahead for success.**

   ➢ Plan in advance for the resources a new hire will need from hardware (laptop, printer, etc.), to access (logins for email, Sharepoint or Teams platforms, etc.) to people needed to be successful in getting their job done. Think 6-12 months out.

3. **Connect & engage before Day 1.**

   ➢ Preboard all you can, the high touch now will ensure a confident and excited new hire so provide access to platforms, invite to calls, have short 1:1's, connect & engage.

4. **Create connections in context, focus on success.**

   ➢ Start as soon as possible to make introductions to peers and to client partners – identify and provide names, titles, emails, phone numbers and then create the introduction personally.

5. **Help build the network needed across organization.**

   ➢ Just like #4, identify and connect the new hire to the people outside of the role that s/he will need to be successful. People in IT, HR, Procurement, and other support services – be the beginning of the network.

6. **Provide time & work centric support, be in their workflow.**

   ➢ Focus on when key actions take place. For example, don't train on the expense report process until ~2 weeks before they will be traveling. Same for budgeting planning, get people into the process when they are going to be using it.

7. **More than tech, develop culture & behaviors by modeling.**

   ➢ Model the behavior, set the example because we all watch what and how the leader acts. Walk the walk and talk the talk really matters.

8. **Connect, communicate, create community early & often.**

- Especially in this remote space every person needs some degree of validation and approval, we want to know we are doing work "right" so connect early, often, and use different modalities to stay engaged with the person.

9. **Make it the hard easy, make the distance disappear.**

- Streamline paperwork and simplify processes wherever possible and if you would have office supplies like a coffee mug or water bottle ready on their desk consider sending it to their home followed up with calls and conversation.

10. **Make the time to create community – fun leads to performance.**

- From virtual happy hours to gathering people together and sending a cake to celebrate a birthday – make the time to build the team's sense fo identify and community.

William J. Ryan, Ph.D.

I bring the skills and techniques leaders, teams, and organizations can use to define and develop their talent pipeline while improving the performance of their current workforce using a range of tools and resources to foster collaboration and help their people succeed in a world of constant change.

Contact me:

Bill@williamjryan.com

502.797.2479

www.williamjryan.com

https://www.linkedin.com/in/william-j-ryan/

Ryan Consulting, LLC includes a network of people passionate about developing and impacting talent through learning and performance solutions. Bill's background includes leading performance support and instructional design teams globally including government contracts (Department of Energy), high technology (IBM & Westinghouse), and health-related industries including home health care and insurance (Humana) and has served in positions as VP of Education/CLO, VP of Technology/CIO, and National Leader of Curriculum & Technology Solutions.