Accelerated New Leader Integration Process Overview

Purpose:
This process supports the New Employee onboarding process. It is specific to the needs for any leader at any level to quickly adjust to relationships with a new team.

Objectives:
• To create an opportunity for a leader and a team to get to know each other quickly
• To begin building the basis for long-term, trusting relationships that result in better work outcomes
• To lay the foundation for a work culture that openly communicates and readily collaborates
• Provide a sample agenda for a meeting with both team and new leader about going forward

Notes:
The process is facilitated by a Human Resource Business Partner (HRBP), or an otherwise objective person outside the team such as another HR Professional, who:
• Facilitates a team meeting to gather information from the whole team
• Distributes the anonymous questionnaire to gather individual questions or concerns
• Compiles and shares the anonymous individual and team data with the new leader
• Helps the leader reflect on the data and consider responses, including what the leader wants the team to know about themselves
• Facilitates or co-facilitates the team meeting with the new leader to discuss the data and responses
• Provides follow up support

<table>
<thead>
<tr>
<th>Step</th>
<th>Within the first month</th>
<th>During the following week</th>
<th>Ongoing</th>
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| 1    | • HRBP explains the process to the new leader (see Talking Points handout)  
      • HRBP explains the process to the team (see Talking Points handout)  
      • HRBP facilitates discussion to gather info from the team as a whole (1-2 hour meeting without the new leader – see Team Thoughts handout)  | 3 | • HRBP provides feedback to new leader (private meeting)  |
|      | 2 | 4 | • Leader reflects on feedback, completes the Individual Questionnaire for the New Leader and prepares to share responses and additional thoughts with the team  |
|      | 5 | 5 | Leader and team meet to discuss and share (1-2 hour meeting) – HRBP co-facilitates as appropriate (see Sample Agenda)  |
|      | 6 | 6 | • Leader invites follow up to questions from meeting and addresses them  
      • Team Leader and Team complete the 90-Day Action Plan  
      • Team institutionalizes new cultural norms  
      • Participants evaluate the experience with the Follow Up Evaluation  |