4-week Onboarding & Development QuickStart

Onboard and develop every employee to high performance using a consistent Baldrige-based mentoring system.

Setup and start deploying in just four simple steps with no prior business experience required.

START

Assemble Your "Baldrige Team"
Establish a cross-functional team consisting of one or two employees from every department to help manage your organization's Baldrige Project.

1 ### Setup Your "O&D System"
Customize the ManageHub "Onboarding and Development" Workbook to create a master index of your organization's cultural behaviors, executive function skills, and process knowledge that can be used to mentor employees to high performance.

2 ### Setup Your "SOP System"
Customize the ManageHub "Standard Operating Procedure" Template and start engaging your employees in creating or updating the SOPs related to their work so they can be used as training materials.

3 ### Setup "Individualized Learning Plans"
Learn how to leverage the "Onboarding and Development" Workbook to create individualized learning plans that can be used to onboard new hires and develop existing employees for promotion, and as future leaders.

4 ### Go live!
Learn how to use your new Onboarding and Development System to structure a consistent coaching conversation that welcomes new hires into your organization's culture and mentors every employee to high performance.

SOP TEMPLATE

ONBOARDING & DEVELOPMENT WORKBOOK

MANAGEHUB MEETING WORKSHEET

ONE-ON-ONE MENTORSHIP & SUPPORT

Individual Learning Plans

Program Overview:

Onboard and develop your employees to their maximum potential using a systematic Baldrige-based approach.

Unlock the full potential of your employees with our Onboarding and Development (Employee Engagement) program. Designed around the prestigious Baldrige Framework, this program offers a comprehensive suite of tools and methods to build a robust onboarding and development system that fosters a culture of continuous learning and employee engagement. Empower your team to excel and contribute to the organization's success from day one.

Through a series of structured sessions, we will guide your team in assembling a dynamic Baldrige Team, deploying a systematic onboarding and development process, creating individualized learning plans, and establishing a culture of consistent mentoring. This hands-on approach ensures that your organization not only understands the theory behind employee engagement but also gains practical skills to implement and sustain it.

Who will benefit:

- **BUSINESSES AND NONPROFITS** wanting to create a best place to work company that attracts, onboards, and retains the best people for promotion and prepares them as future leaders.

- **CEOs, AND COOs** wanting to build a more resilient, responsive, and scalable organization by maximize the impact and performance of every employee.

- **DEPARTMENT EXECUTIVES** wanting to complement or replace their annual review process with ongoing mentorship using an easy to implement and consistent coaching approach.

- **MANAGERS AND SUPERVISORS** wanting ways to reduce the time and frustration of training new hires so they can quickly become high performing members of their team.

- **EMPLOYEES** wanting an easier, faster, and less stressful path to learning their roles, becoming a contributing member of their organization, and maximizing their future opportunities.

- **HR PROFESSIONALS** wanting a way to elevate their role from regulatory and payroll compliance to maximizing employee culture, experience, impact, and retention.

Typical Outcomes:

- **KNOWLEDGE MANAGEMENT:** Organically capture your organizations critical institutional knowledge by engaging employees to document the work they perform.

- **LEARNING CULTURE:** Create customized learning plans for every employee that mentors them to high performance, and prepares them for promotion, and as future leaders.

- **PERFORMANCE MANAGEMENT:** Create a robust employee performance management system that establishes development goals, and actively supports rapid progress.

- **EMPLOYEE SATISFACTION & RETENTION:** Attract, onboard, develop, and retain the best employees who care about your organization and want to help it succeed.

- **CONTINUITY AND CONTINGENCY PLANNING:** Create a more resilient organization that can more easily respond and recover from an unexpected change in employee(s) or circumstances.

- **PROMOTE FROM WITHIN:** Provide employees with career growth opportunities that acknowledge and rewards them for their progress, impact, and accomplishments.

- **ENHANCE ANNUAL REVIEWS:** Complement, improve, or even replace your organization's annual review process with a "living" mentorship approach that structures a consistent coaching conversation that can be implemented by supervisors or peers.

Typical Results:

- ✓ Operational excellence
- ✓ Engaged employees
- ✓ Quality improvement
- ✓ Resource planning
- ✓ Scalability and growth

- ✓ Risk mitigation
- ✓ Leadership development
- ✓ Cost reduction
- ✓ Increased collaboration
- ✓ Increasing productivity

- ✓ Easier cross training
- ✓ Delegate with confidence
- ✓ Cultural transformation
- ✓ Employee retention
- ✓ Increased resilience

Course Outline by Session:

Introduction: Assemble Your Baldrige Team

- **Benefit:** Build a dynamic, cross-functional team to lead onboarding and development initiatives.
- **Outcome:** A cohesive team prepared to drive strategic and operational excellence.
- **Learning Objectives:**
  - Forming the Team: Select members from various departments to ensure diverse representation and insights.
  - Assigning Roles and Responsibilities: Clearly define roles and responsibilities to ensure accountability and effective collaboration.
  - Setting Up Resources and Tools: Provide necessary resources, including the ManageHub Strategy Playbook and Accelerator Workshop.

Session 1: Deploy Your Onboarding and Development System

- **Benefit:** Ensure a smooth and comprehensive onboarding process for new hires.
- **Outcome:** A structured onboarding and development system that enhances employee satisfaction and retention.
- **Learning Objectives:**
  - Setting Up the Onboarding and Development Workbook: Customize and deploy the workbook to manage onboarding and development processes.
  - Gathering Onboarding Resources: Collect and organize all current onboarding resources, including checklists, coaching worksheets, and access to SOPs.
  - Creating Individualized Learning Plans: Develop personalized plans for each employee to support their growth and development.

Session 2: Deploy Your SOP System

- **Benefit:** Develop comprehensive Standard Operating Procedures (SOPs) to ensure consistency and quality.
- **Outcome:** A robust system of SOPs that serve as training methods and support continuous improvement.
- **Learning Objectives:**
  - Customizing the SOP Template: Adapt the template to fit your organization's needs and ensure consistency.
  - Creating SOPs for Key Processes: Develop SOPs for relevant processes identified in the Onboarding and Development Workbook.
  - Integrating SOPs with Onboarding and Development: Ensure SOPs are used as training methods that are integrated into the onboarding process.

Session 3: Leverage the O&D to Create Individual Learning Plans

- **Benefit:** Develop personalized learning plans to mentor and support employees.
- **Outcome:** A culture of continuous learning and development that prepares employees for future roles.
- **Learning Objectives:**
  - Creating Individualized Learning Plans (ILPs): Develop personalized learning plans for each employee based on their roles and career goals.
  - Implementing Mentorship Protocols: Establish a consistent approach to mentoring and coaching.
  - Monitoring and Supporting Employee Progress: Use ILPs to track and support employee development.

Session 4: Deploy Monitoring and Mentoring

- **Benefit:** Ensure ongoing support, monitoring, and management of employee development initiatives.
- **Outcome:** Sustained momentum and continuous improvement in employee performance and engagement.
- **Learning Objectives:**
  - Managing the Mentoring Process: Provide continuous support and oversight to mentoring relationships.
  - Supporting Continuous Improvement Activities: Facilitate and mentor team members.
  - Reporting and Assessing Progress: Use the Accountability Meeting Workbook to track and report progress.

Signup Today!

Embrace the journey towards operational excellence and strategic success with our Onboarding and Development (Employee Engagement) program. Equip your team with the skills, tools, and mindset needed to thrive in today's competitive landscape. Don't just adapt to change—lead it. Our program offers a structured approach to onboarding and development, helping ensure every team member is engaged and contributing to your organization's success.

With our guidance, you will learn to assemble and lead a dynamic Baldrige Team, deploy effective onboarding and development systems, and manage mentoring processes for optimal results. Our goal is to help you create a culture of continuous learning and mentorship, where active engagement and pursuing excellence are the norms. By the end of the program, your organization will not only understand the theory behind employee engagement but will also have the practical skills to implement and sustain it.

Take the first step towards transforming your organization today. Our team is here to support you every step of the way, providing the tools and insights needed to drive employee engagement and achieve long-term success. Together, we can build a future where your organization becomes a best place to work culture and a highly competitive industry innovation leader.

Contact us today to learn more

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