

**Lead and Succeed Community**

Leadership Chameleon: Master the Art of Flexible Leadership

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**Housekeeping**



- Class Schedule
- Announcements in Library
- Today
  - Onboarding Activity
  - Implementation Plan

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**Onboarding**



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## Hiring

- SHRM estimates it costs \$4,425 to hire a new employee
- Average time team spends to fill a position: 36 days
- 31% quit within first 6 months
- Why?
  - 23% wanted clearer guidelines on their responsibilities
  - 21% expect more effective training
  - 17% said a friendly smile or helpful coworker could have persuaded them to stay

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## Onboarding

Process of introducing a new employee into your organization

Most critical time to make a good impression

New hires with a positive onboarding experience 3x more likely to feel a strong commitment to their employer

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## Onboarding

Can take several months to a year

- How long does it take a new person you supervise to be able to do the job productively and accurately?

Create a standardized onboarding process

- Company benefits and policies
- Regulations and policies
- Holidays and time off
- Lunch and breaks
- What else?

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**Onboarding - who should do it?**

- 33% of new hires said they wanted their manager or direct supervisor to be the one to show them how to do the job
- Check in with new hire regularly - especially if remote
- Provide a clear vision of expectations
- Provide an onboarding buddy or mentor (55% say it's one of the most important factors in getting up to speed)

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**4 Phases of Onboarding**

- Setting expectations during recruitment
- Orientation
- Training
- Ongoing support

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**Tools for Onboarding**

- Personalized welcome emails
- Personalized pre-built new hire welcome packets
- Checklists
- Surveys to collect feedback
- Videos (pictory.ai)
- Guidebooks or look-up software for rules and policies
- Flow Charts

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### Leadership Style: Telling

- The Telling style is used most often for new employees or new tasks.
- Developing an Onboarding Plan will be using your "Telling" skills, both in writing and verbally.
- The plan should be developed for every position (not person) you supervise.
- With HOTMA, your new regulations, policies, forms, letters, and software will have to be rolled out.
- Create the Onboarding Plan now because the changes you will have to make will be similar to the plan and will give you a model.

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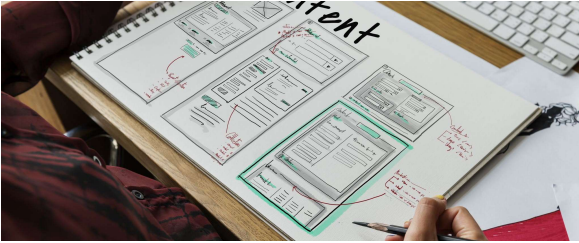
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### Action Plan Step 6: Onboarding Plan



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### Breakout Room Action Plan Step 6 5 minutes each

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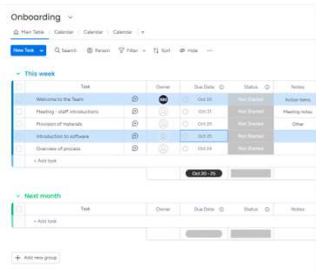
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### Software: Monday or ClickUp or Spreadsheet



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### Next Steps

- **Meet with your supervisor to:**
  - **Discuss what you have learned about the flexible leadership styles. Note that we are going to determine which style to use with which of your staff people next month.**
  - **Discuss the Onboarding Plan you have developed thus far and get their feedback.**
  - **Discuss that you are going to create an Onboarding Plan for each of your positions on the team you supervise.**
  - **A digital plan would be the easiest to maintain. Ask your supervisor how your agency software could be used for this. If it isn't possible, create a hard copy plan.**

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