




LIVE WORKSHOP WEEK

Day 2
Office Rules Cheat Sheet


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**Hi, we are
Suzanne & Barend**

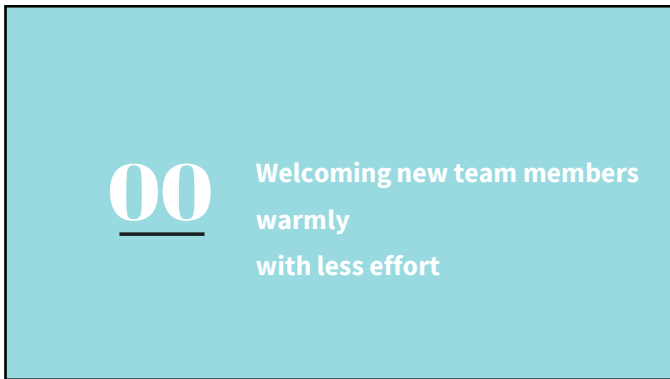
25+ years of experience in nonprofits
management & advisory roles
law degree

**we join forces to help
nonprofits
professionalize**



professor at
Leiden University
Labour Law

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**Welcoming new team members
warmly
with less effort**

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Live Workshop Week?

- › Productivity boost through joint work & shared focus on
- › **Standardizing your onboarding process and materials** for new team members (paid staff, volunteers, external contractors)
- › 6 days, 15-30 minutes work per day
- › **You will amaze yourself (and your team!)**

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What?

- › **Onboarding handout worked out**
- › Instructions for each onboarding prep step
- › Checklist including all actions needed to prepare warm & effective onboarding (*with a secret ingredient*)

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Limited availability

- › Live Workshop Week is all about getting it done now, sharing with peers now and having access to our expertise, knowledge, skills and insights now
- › 6 days → **Saturday 3 April is final day**
- › **Tuesday 6 April** all materials will go offline
- › No exceptions

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→ Let's continue!



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02 Office Rules Cheat Sheet

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Office Rules Cheat Sheet


(make sure you describe the items you want to present as actions ("sign the list when you enter the office") and keep it short and simple. This should be 1 A4 that you can hand out & stick to the wall. You can refer to other documents for more details, see below the list for an example)

Ten things to know & do in our office

- When do we start the day? And when do we go home?
- What are standard procedures? (sign in & out, ...)
- Do we lunch together?
- When are regular team meetings or coffee chats?
- What if I am ill/cannot come in?
- Who cleans the dishes?
- What to do when you leave your desk during the day?
- What to do when someone wants to come in?
- What to do when you leave the office?
- What is the password policy?

PS: In your personnel guide and our policies more rules, rights and responsibilities are described, and more details are provided. You can find these ...[\(mention location/link\)](#)

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welcome to our office ...


Know that feeling ...

When you get to a new office and are unsure of what is expected...

Indeed.

→You need a cheat sheet with the basics!

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the basics, like

- When do we start the day? And when do we go home?
- What are standard procedures? (sign in & out, ...)
- Do we lunch together?
- When are regular team meetings or coffee chats?
- What if I am ill/cannot come in?
- Who cleans the dishes?

(these are rules & customs that everyone needs to know to be able to fit in)

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the basics, like

- What to do when you leave your desk during the day?
- What to do when someone wants to come in?
- What to do when you leave the office?
- What is the password policy?

(these are rules & customs that everyone needs to know to be able to fit in and keep the office safe)

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what to do

- ✓ Define what basics a person should know
- ✓ Describe these as common actions (*"Sign in when you enter the office"*)
- ✓ Write your basics down in the work sheet (max 10)
- ✓ Keep it short & simple (1 A4)
- ✓ Keep in mind: the details are in your personnel guide and specific policies!

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Find your buddies in our Facebook group

If you have any questions ...
 If you want feedback ...
 If you have a cool thing to share ...

Come to the group and share it there!

Suzanne & Barend

<https://www.facebook.com/groups/liveworkshopweekwarmwelcomewithlesseffort>

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Well done!

Let's catch up in our Facebook group!



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