




LIVE WORKSHOP WEEK

Day 3
Getting Started Tip Sheet


1



**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

2



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

3

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!)**

4

What?

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

5

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

6

→ Let's continue!



7

03

Getting Started Tip Sheet

8

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Getting Started Tip Sheet

Welcome to your desk and the team!
Here is some helpful information to get you started. Remember, more details can be found [\[add link\]](#).


If you have a question about — go to —
[insert a table or list with topics - name of person who can help - e-mail or phone number]

This is our team:
[insert a table or list or a screenshot of the relevant section of your website so that the person has a short introduction to the team on paper]

Standard documents can be found here:
[share the path/link to standard documents a person may need like letter templates, expense claim forms, etc.]

And here are a few key how-tos that can help you get started communicating!
[add screenshots or visuals to clarify your instructions and keep it short!]

9



welcome to your desk...


Know that feeling ...

When you find yourself at a new desk and are unsure of what is expected....

Indeed.

→You need a tip sheet with the basics!

10



the basics, like

- Who is who? What if I have a question about
(IT, the telephone, an expense claim, the rules, etc.):
who is the go-to person for what topic?
- Who are my colleagues?
- Where to find standard documents?

(these are basics everyone needs to be able to find to start working in the team)

11




the basics, like

- How does the telephone work?
- How to set up my e-mail footer with my organization contact's and the logo (and a link to a campaign...)?
- What are the colours and logo to use in a letter/...?

(these are instructions everyone needs to be able to communicate properly along the organization's standards)

12



what to do

- ✓ Define what basics a person needs to get started
- ✓ Describe these as clear instructions with screenshots if needed (*except for the who is who*)
- ✓ Write your basics down in the work sheet
- ✓ Keep it short & simple (max 4 A4 including pictures)
- ✓ Keep in mind: the tip sheet should be the first helpline, not the final answer

13



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>

14

Well done!

Let's catch up in our Facebook group!



15
