



**LIVE WORKSHOP WEEK**

**Day 4**  
**Prepare a Flying Start**  
**for your new team member**

1

---

---

---

---

---

---

---

---



**Hi, we are**  
**Suzanne & Barend**

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

**we join forces to help**  
**nonprofits**  
**professionalize**  
**in HR & Labour Law**



professor at  
Leiden University  
Labour Law

2

---

---

---

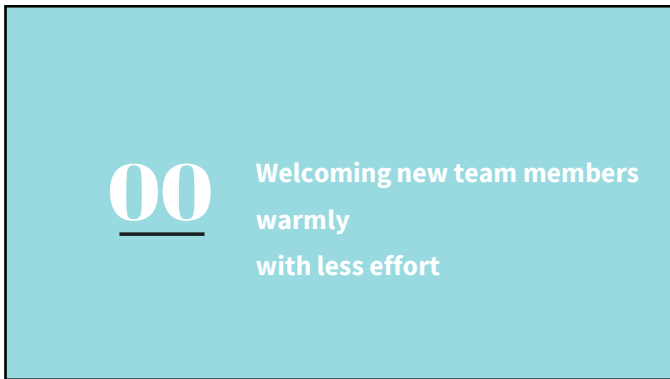
---

---

---

---

---



**00** 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 (DONE!)**
- › **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

---

---

---

---

---

---

---

---

## 04 Prepare a Flying Start for your new team member

8

---

---

---

---

---

---

---

---

### Prepare a Flying Start for your new team member

*Below, list all issues that need to be taken care of before a new team member arrives or that need to be signed off on the day they arrive.*

*Write a short instruction for each issue as in the example below. Your instruction should make clear what the end result should be/look like and include tips on who to involve and what notice they need, see below example.*

*Remember: we are looking at issues not at steps or actions.*

**EXAMPLE**

*(Issue) Publish as team member on website.*

*(instruction)*

*We present our team members in our About Us section (link) on the website. We use headshots, two sentences of bio and one funny quote. Text must be six words maximum.*

*The web editor needs 3 days to find a moment to post it.*

*(screenshot of one example)*

**Possible issues**

Contact info (telephone number, email address, ...)

Include in office mailing lists and address book

Accounts & login info

00

9

---

---

---


---

---

---

---

---



## Welcome to your new colleague!

Until now we looked at onboarding from the perspective of the new team member. We defined what they need to know. And we prepared that info in 3 steps to a (rough) handout.

10

---

---

---


---

---

---

---

---



## Welcome to your new colleague?

But there is a lot more to be done when a new team member joins....

- You need an overview of all issues!
- You need an overview of all actions!
- You need a checklist that works!

11

---

---

---


---

---

---

---

---



## Welcome to your new colleague?!

Today you will identify all issues and collect instructions. *(inspired by previous days' work)*  
 Tomorrow you will extract all actions.  
 On day 6 you will make your own checklist with actions per issue and a secret ingredient.

12

---

---

---

---

---

---

---

---



### **for instance ...**

- Contact info (telephone number, email address, ...)
- Include in office mailing lists and address book
- Accounts & login info
- Workspace
- Business cards
- Publish as team member on website
- Register (insurance, pension, PAYE, etc.)

13

---

---

---

---

---

---

---

---



### **instructions**

Publish as team member on website  
We present our team members in our About Us section (link) on the website. We use headshots, two sentences of bio and one funny quote. Text must be xxx words maximum. The web editor needs 3 days to find a moment to post it (screenshot of one example)

*(Imagine that you tell someone else what needs to be done & how it should get done)*

14

---

---

---

---

---

---

---

---



### **what to do**

- ✓ List all things you need set up to onboard a new team member
- ✓ Write short instructions for each issue
- ✓ Keep it short & simple
- ✓ Keep in mind: it should be clear enough that someone else can follow it easily if you are not around to explain

15

---

---

---

---

---

---

---

---



## 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>

16

---

---

---

---

---

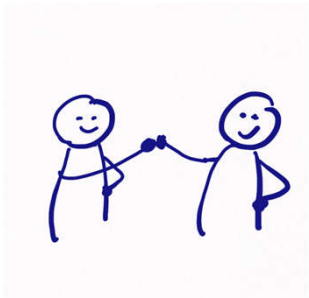
---

---

---

**Well done!**

**Let's catch  
up in our  
Facebook  
group!**



17

---

---

---

---

---

---

---

---