

30  
days

## Learn

The first 30 days is all about basic knowledge to get around the place, know the people and understand the company culture.

Classroom plus digital learning sessions that focus on the following aspects:

- Learn company-specific policies, tools, platforms, intranet, processes
- Complete compliance training programs
- Learn products and clients
- Attend weekly one on ones with manager
- Know whos who in the firm, business unit, and your team

HR Manager

60  
days

## Build

The second month of a new hire's employment should be spent collaborating with teams and other cross-functional departments.

On-the-job learning, coaching, and a degree of online training are leveraged for the following aspects:

- Collaborate with other teams
- Identify issues and address the issues
- Field trip (e.g. factory or Head Office)
- Attend daily sync up and weekly meetings with the team and manager
- Learn company-specific tools to set a career roadmap
- Get feedback from their manager on progress

Business Head

HR Manager

Team Lead/Manager

90  
days

## Do

The new hire is expected to take on bigger responsibilities and be accountable for work.

Mostly on-the-job and 1:1 coaching methods with an e-learning component is leveraged for the following aspects:

- Start working independently on projects
- Understand how their goals are aligned with team and organizational goals
- Become more accountable for their work
- Be proactive and become more involved in the company
- Touch base with their manager for feedback about goals/metrics/KPIs going forward

Team Manager