

**RE-ONBOARD
CHECKLIST +
90 -DAY PLAN**

One of the great opportunities for businesses is to reorient its employees. Treat them like this is their first day – for many, it really is the first day of their new normal. They have high anxiety, as do many managers. This is your chance to welcome them back and set expectations. **Most importantly, this is a rare opportunity for a company to reorient all employees at one time about the values, behavioral expectations and culture that your company must have going forward.** Many people will naturally gravitate to the past – they will do this because it is what is most familiar and comfortable, especially in a time of dislocation.

As leaders, you will be asking them to trust you that your office is safe, you will ask them to do new things, you will ask them to do more with less – you will also ask them to live up to a set of shared beliefs and expectations. So, take the opportunity to be intentional with their re-entry and orientation to your “new” environment. What you do before, during and immediately after their return will set the cultural foundation and impact relationships and performance for months and years to follow.

10 days Prior to Re-entry

- 1. Letter home – set up first week, company changes and safety expectations
- 2. Email with first day details and safety norms
- 3. Send health assessment link for company
- 4. Video from the CEO/President
- 5. Send note the night before

Welcome to Orientation (virtual or small group sessions)

- 1. Welcome and the Reason for Orientation
- 2. Presentation on the company – Sell the employee
- 3. Video – Who we are and what we value
- 4. Vision presentation
- 5. Organizational Identity presentation (purpose, values, characteristics)
- 6. Introduction of Behavioral competencies
- 7. Policy review
- 8. Safety and health protocols (announcement of weekly acknowledgments and ongoing training)
- 9. Setting expectations (performance, health and sanitary)
- 10. Setting personal expectations (transition back and growth)
- 11. Signing Ceremony – acknowledgment of understanding
- 12. Email or note from supervisor at desk after orientation

Welcome Back: Day 2-60

- 1. Message from the CEO – the Daily 60 video message
- 2. Organizational Health Assessment (some companies will prefer this after day 1)
- 3. Individual supervisor sessions as a check-in and expectation review (from orientation)
- 4. Organization communication rollout – values and behaviors
- 5. Business challenges – check in with teams
- 6. Listening session by the leader and small groups
- 7. Leadership connections
- 8. Mindfulness and other insertions to the workday for health
- 9. Identify celebration opportunities
- 10. Present health assessment findings and plan of action
- 11. Culture assessment individual and team
- 12. Communicate home
- 13. Periodic health pulse surveys (1 question for part of the organization)
- 14. Recognition across organization
- 15. Encourage ideation through dream teams (multiple teams identifying opportunity)
- 16. Reset the business strategy and strategic imperatives
- 17. Realign department and individual goals
- 18. Reintroduce safety and health measures
- 19. Culture team creation and evolution
- 20. Report progress

BEFORE RETURN

- Personal Note
- Health Assess
- Safe Norms
- Clean Protocols
- Culture Protection
- Vision Clarification
- Welcome Back Plan
- Video Message

DAY ONE

- Mgr. Welcome
- Re-Onboard
- Daily Check-In
- Expectation Set
- Safe Work Norms
- Celebrate Return
- Sign Off on Values
- Video Message

POST 30

- Org. Health Assess
- Ind. Health Assess
- Business Strategy
- Expectation Reset
- Org Comm Rollout
- Value + Behavior
- Bus. Challenge Checkin
- Listening Session

POST 60

- Assess. Report
- Culture check-in
- Town Hall
- Go Forward Strat
- Communication Home
- Value + Behavior
- Health Pulse
- Recognition Begins



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