

# Your 1st 90 Days PLAN

Employee Name

Start Date

Title

90 Days End Date

Job Description

*Provide a brief description of the role and its key deliverables here.*

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# Organisational PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Gain an overview of your organisation's purpose, culture, values, business priorities and strategy			
Conduct a diagnosis of the current situation and priorities and adapt the strategy accordingly			
Thoroughly get to know the organisation's culture and ways of working			
Build a plan for success - identify new challenges and goals and decide where you will focus your energies			

# Learning PLAN

Successful and effective learning decreases the timeframe it will take you to get up to speed. It is essential you have a clear plan of what and how you will learn. Without an appreciation for the business and culture the potential for making poor decisions is high. One of the greatest risks when you move into a new role is you will become too busy and learning will fall by the wayside so it is important that time for learning gets scheduled.

Learning Item	Recommended Timeframe	Training Start Date	Training Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>			<i>Not Started, Scheduled, In Progress, Completed</i>
Prepare a learning list, complete a skills review for your current position and identify any gaps.				
Get to know organisational culture - speak to key stakeholders, your manager and team members to get their perspectives				
Set aside weekly time for learning				
Gain an overview of your organisation's purpose, culture, values, business priorities and strategy				
Understand competitor landscape, product offering and points of differentiation if applicable				

# Technology PLAN

Define which systems and technologies you need access to and ensure you have time scheduled for training on core systems. I.e. CRM, HR, Payroll systems etc.

Systems/Technologies	Description	Recommended Time Frame	Completion Date	Status
		<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

# People PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Seek out a buddy or mentor from the group to help you understand how things happen around here			
Identify and meet key stakeholders and/or team members to start building a network for success			
Build your understanding of the team, what is their background, tenure, other organisations they have worked with, understand their objectives and any way you can help. Try to get to know them on a personal level, this will help you build relationships quickly and get the best outcomes.			

# People PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Understanding personal Values and Strengths can be a quick way to cut through and build deeper relationships to help progress through the storming, norming, forming, performing phases more quickly			
Conduct 1 on 1 with all team members assess team capability and skills if applicable			

# Personal PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Prepare a personal SWOT Analysis for your new position			
On a monthly basis, prepare a list of actions that you will stop doing, start doing and continue doing			
Establish clear expectations on deliverable for the 1st 30, 60 and 90 days			
Ensure you have clarity on your goals and KPIs and these are realistic			
Seek out regular feedback from your manager, peers and stakeholders to remove blind spots			