# En bild som visar bord, person, inomhus, sitter Automatiskt genererad beskrivning

**Welcome to Company name  
Position  
Introduction program**

**Company contacts**

Company Name AB

Street Name 121, zip code, Town

**Contact person**

Name

Title

Thelephone number

Name.name@academicwork.se

**Welcome to xx**First, we would like to thank you for choosing to become a part of XX, it is a great honor for us!

Ad some personal information from you as a manager….

During the first months in your new position there is a lot to learn, a lot of information to digest and many new faces to get to know. It is important for me as your manager to make sure that you have the right conditions from day one to get to know your new position. To make this a little bit easier we have developed an introduction program for you to complete during your first period with us. We hope that this will be an exciting, challenging and educational period for you.

The purpose of the onboarding and introduction program is to give you the right mindset and the tools to succeed in your new position.

**About the introduction program**

This document is a checklist to lead you during your first months in your new position. It contains training, self-studies and meeting with key positions within the company. To master your introduction period, you will have to show initiative, ask questions and interact with your colleagues.

The aim of the introduction program is for you to:

* Understand the organization and culture
* Get to know our business and work processes
* Master the tools that are there to support you in your work
* Build a network within the organization
* Inspire and motivate to performance

Again, welcome! We are looking forward following you in your new role!

# **Your introduction program**

This document is a checklist helping you to understand your new position. It is easy to follow as it states what you are expected to do (*Action*), the location, when to do it (*Info*) and who is responsible for making it happen (*Owner*).

### **Info:**

Many actions do not have an exact time, the program only states what day or week you shall do it. It is up to you to manage your time in the best way. Planning, prioritizing and structure are the keys.

### **Actions:**

The actions can for example include reading documents, book meetings or do trainings.

### **Completed:**

When you have finished an action fill in C*ompleted.* Decide with your manger when all actions should be completed.

If you have trouble finding your way to get the meetings booked, prioritize and plan - ask your manager or colleagues for help!

This checklist is developed by the staffing and recruitment company Academic Work. Academic Work operates in Sweden, Denmark, Finland, Norway, Switzerland and Germany focusing on academics in the beginning of their careers - young professionals. [Read more on academicwork.com](https://www.academicwork.com/)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week 1 - day 1** | | | | | |
| **Info** | **Action** | **Owner** | | **Completed** | |
| Example: 08:00-08:30 | Example: Check-in call with  your Manager | Manager | |  | |
| Example: 08:30-10:00 | Example: Digital welcome breakfast  meeting with the team   * Introduction of all the team members * Prepare your favourite breakfast and  a fun fact about yourself * You as a manager can ad and  remove information here | Manager | |  | |
| Example: 10:00-10:20 | Example: Read through your  introduction program | You | |  | |
| Example: 10:30-12:00 | Example: Get set   * Go through Outlook, Lync, your emails and calendar invitations * Make sure you are included in your team e-mail group. Any additional systems? Check with your manager. * Any trainings you should be invited to? Check with your manager * You as a manager can ad and remove information here | You | |  | |
| Example: 12:00-13:00 | Example: Lunch   * Take a walk so you get some  fresh air | You | |  | |
| Example: 13.00-15.00 | Example: Start-up meeting with manager   * You as a manager can ad and remove information here depending on your agenda | Manager | |  | |
| Example: 15:00-16:15 | Example: Read the following document/s:   * You as a manager can ad and remove information here * A * B * C | You | |  | |
| Example: 16:15-16:40 | Example: Team check-in   * Update about the day from the team * You as a manager can ad and remove information here | Team | |  | |
| Example: 16:40-17:00 | Example: First-day follow-up | Manager | |  | |
| **Day 2-5** | | | | | |
| **Info** | **Action** | **Owner** | | **Completed** | |
| x hour/min | Example: Book meetings with: Your team members individually  Contacts  Purpose with meeting: Build relation and get an overview about the different roles in the team and mutual projects  Meeting agenda: Discuss your upcoming cooperation | You | |  | |
| x hour/min | Example: Read the following document/s: | You | |  | |
| x hour/min | Example: Introduction to business system   * You as a manager can ad and remove information here |  | |  | |
| Example: 45 min | Example: Start-up meeting with your mentor   * Prepare you thoughts about the mentorship. * Expectations, cooperation etc. | Mentor | |  | |
|  |  |  | |  | |
| x hour/min | Example: E-learning | You | |  | |
|  | Example: Check-in or out with  Manager each day | Manager | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Week 2** | | | | | |
| **Info** | **Action** | | **Owner** | | **Completed** |
| x hour/min | Example:  Meeting: Introduction to project X | | Manager and team | |  |
| x hour/min | Example:  Meeting: With important contact Anna Andersson, position  Purpose with meeting: Will cooperate within these projects  Meeting agenda: Start-up information about  the project | | You | |  |
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| --- | --- | --- | --- |
| **Week 3** | | | |
| **Info** | **Action** | **Owner** | **Completed** |
| x hour/min | Meeting:  Purpose with meeting:  Meeting agenda: | Manager |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| **Within first 1-2 months** | | | |
| **Info** | **Action** | **Owner** | **Completed** |
| x hour/min | Meeting: Follow up with Manager  Purpose with meeting: Introduction plan  Meeting agenda: | Manager |  |
| x hour/min | 1:1 meeting with Manger once a month | Manager |  |
|  |  |  |  |

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