

## First 90 days – Top Tips Towards Successful Onboarding

The first 90 days in a new position are critical. Here are our top 10 tips to accelerate your transition into a new organisation.

- ✓ Promote Yourself – making the mental shift from your old job and making new connections in your new organisation.
- ✓ Accelerate Learning – climb the learning curve as quickly as you can. Seek to understand and map what you know with what you need to know and have a clear plan of how you are going to fill in the gaps as soon as possible.
- ✓ Understand your environment– it’s important to quickly learn about the business and figure out the key priorities, opportunities and risks. Essentially where you can add value as quickly as possible as well as the context in which you are operating.
- ✓ Early wins – build credibility and momentum by adding value with small wins as soon as possible.
- ✓ Negotiate success – within the first 30 days, know what’s expected of you and manage your boss and stakeholder’s expectations. Agree a clear timeline of expected milestones/deliverables with your boss and/or stakeholders.
- ✓ Achieve Alignment – of vision, strategy, structure, and operational effectiveness and identify any issues you might need to address early.
- ✓ Build Your Team – communicate, build trust and engagement but don’t be afraid to make changes if needed.
- ✓ Create and develop key relationships – identify allies and those you can build mutually supportive relationships with who will help you to achieve your goals.
- ✓ Keep Your Balance – mentally, physically and emotionally so that you can operate at your best and make good judgments.
- ✓ Expedite everyone with their transition – remember not only are you in transition but your new colleagues, reports and the leadership team around you is also transitioning and getting used to someone new joining the team/organisation.

For more help and support as you transition into a new role, contact Talent Performance on 01789 333297 or email [enquiries@talentperformance.com](mailto:enquiries@talentperformance.com)