



Day 1

The exciting news is at that is totally up to you how you would like it to look!

Here is how we recommend it look:

Morning

- Welcome meeting with RP/s and direct report/s via a video call on Teams, Zoom or FaceTime
- Send any company documents or training materials
- Allow the RP to read and or watch the material
- Check in with your RP before lunch to ensure they are comfortable and see if they have any questions

Afternoon

- Hold a training session with the RP on some of their main tasks
- Talk through the tasks and understand where some training may be to be required for them to better understand your process
- Share your screen and conduct the training
- Review the day, ask for feedback and any questions that they have
- Review their End of Day report

