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**Leadership Team Onboarding**

*reviewed 9/17*

**Purpose**

The purpose of CNY ATD’s Leadership Team Onboarding is to inform/acquaint the incoming leadership team about the CNY ATD organization and their roles and expectations as CNY ATD Leadership Team members.

The goal of the CNY ATD Leadership Team Onboarding is to ensure that the CNY ATD Leadership Team is adequately prepared to assume their leadership team role, and that their area’s committees and activities continue to meet the organization’s needs.

**Process**

The goal of CNY ATD’s approach to Leadership Team Onboarding is to simplify the onboarding process while still accomplishing the purpose of the CNY ATD Leadership Team Onboarding, namely informing/acquainting the incoming leadership team about the CNY ATD organization and their roles and expectations as CNY ATD Leadership Team members.

CNY ATD Leadership Team members shall conduct a self-review of the CNY ATD Onboarding PowerPoint that provides an overview that everyone can review individually. Every incoming Leadership Team member (100% participation) shall review the PowerPoint each year confirming their review with the Managing Director.

This CNY ATD Onboarding PowerPoint covers

* An ATD overview
* Talent Development overview
* CNY ATD overview including
	+ Mission
	+ Membership
	+ Programs
	+ Committees
	+ Some history
	+ Goals
	+ Areas
	+ Organization structure
	+ Roles/expectations
	+ Policies/Guidelines/Procedures
	+ Strategic Assessments
	+ And, other miscellaneous information

An email regarding the CNY ATD Onboarding and process will be sent to all CNY ATD Leadership Team members describing the 100% participation, self-review of the CNY ATD Onboarding PowerPoint and new leadership team member one-on-one meetings (noted below).

Due to size, the PowerPoint will be placed in the CNY ATD Dropbox, ‘org’ folder along with the various policy, guidelines, and onboarding documents referred to in the CNY ATD Onboarding materials.

**New Leadership Team Members**

In addition to the CNY ATD Onboarding PowerPoint overview review, one-on-one meetings will be scheduled with new CNY ATD leadership team members, and their Office of the President Buddy, to review onboarding items in the PowerPoint along with discussions regarding their specific area’s responsibilities, plans, targets and expectations.