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| **Chapter Name** | Central New York |
| **Chapter Number (ex. CH0000)** | CH2001 |
| **Chapter Location (City, State)** | Syracuse, NY |
| **Chapter Membership Size** | Medium (101 - 349) |
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| **Phone Number:** | (315) - 546 - 2783 |
| **Chapter Board Position:** | Managing Director |
| **Chapter Website URL:** | [http://cnyatd.org/](http://enotification.td.org/track/click/30530608/cnyatd.org?p=eyJzIjoiejlFU1d5YUNjalFBV05JSV9wZHc0bTFBbi1VIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvY255YXRkLm9yZ1xcXC9cIixcImlkXCI6XCIxZGMwOGQ5NDMxNjI0ZjU2YjhkNzI5NWNhMjVmNmYzMlwiLFwidXJsX2lkc1wiOltcIjdhY2NhYjhlMWMwMGVhOGYxODBlYjQyZTUwZTZmZTVjNjUyZjQ3NDlcIl19In0) |
| **Submission Title:** | Leadership Team Onboarding – On Your Own |
| **Submission Description:** | CNY ATD’s ‘on your own’ approach to leadership team onboarding has the goal of simplifying the onboarding process while still accomplishing what needs to be done, namely informing/acquainting the leadership team about the organization and their roles and expectations. An 100% participation, self-review, PowerPoint approach was developed, that provides an overview that everyone can review individually ‘on your own time’. It has slides with slide notes to review and can be reviewed in about 20-30 minutes (maybe less). This CNY ATD Onboarding PowerPoint covers - An ATD overview - Talent Development overview - CNY ATD overview including o Mission o Membership o Programs o Committees o Some history o Goals o Areas o Organization structure o Roles/expectations o Policies/Guidelines/Procedures o Strategic Assessments o And, other miscellaneous information  While this approach simplifies the annual onboarding process for continuing leadership team members, it was also decided that new leadership team members would also be provided one-on-one meetings to review onboarding items along with specific discussions regarding their specific areas and expectations. |
| **Need(s) Addressed? Please be specific.** | With time being a precious commodity for everyone, and especially for volunteers, CNY ATD wanted to address the need for ensuring that the CNY ATD Leadership Team Onboarding was handled properly for all leadership team members. Our past efforts at annual onboarding sessions including being part of strategic board retreats had not been very successful due to lack of attendance stemming from various other commitments of leadership team members. This resulted in ineffective onboarding. |
| **What is your chapter's mission?** | CNY ATD connects talent development professionals throughout the region, while contributing to the growth and recognition of the profession. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | For CNY ATD to be strong and meet our mission, the organization needs a strong leadership team. Ensuring that CNY ATD leadership team members are properly onboarded with information about the organization and the expectations of their leadership roles is the first step to strong, effective leadership for CNY ATD. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | For CNY ATD to support ATD’s mission, the organization needs a strong leadership team. Ensuring that CNY ATD leadership team members are properly onboarded with information about the organization and the expectations of their leadership roles is the first step to strong, effective leadership for CNY ATD. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | - Organization – Ensuring that CNY ATD leadership team members are properly onboarded in their leadership roles is the first step to strong, effective leadership for CNY ATD. - Leadership Team – Properly onboarding leadership team members while acknowledging the time issues of volunteers - Members – Ensuring that CNY ATD leadership team members are properly onboarded with information about the organization and the expectations of their leadership roles. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | - No monetary costs - Managing Director created and annually reviews onboarding PowerPoint - Volunteer leadership team hours reduced from multiple hours of prior onboarding sessions - Utilized CNY ATD past onboarding information and resources in creation - Utilized ATD information and chapter leader tools in creation and reviews |
| **How did you implement: (please give a brief description)** | The leadership team discussed and approved the new ‘on your own’ onboarding process (see Leadership Team Onboarding document). Annual implementation is done with email discussing process (see ‘Leadership Team onboarding email’ document) with 100% participation followed up on by Managing Director. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | A strong leadership team benefits the organization and its members. A proper onboarding process provides the first steps to strong, effective leadership for the organization by informing/acquainting the leadership team with what they need to know about the organization and their roles and expectations.   For 3 years, CNY ATD has achieved 100% leadership team participation in the new onboarding process versus less than 100% with the in-person, multi-hours onboarding/retreat approaches.  The benefits of this new onboarding process for the leadership team have included:  - Appreciation by leadership team of CNY ATD’s understanding of volunteers’ valuable time - Faster, more in-depth understanding of organization, individual areas of responsibility of organization, and all other areas of organization  - Positive experience learning about organization Feedback from leadership team supports benefits noted above (additional comments included in supporting documents). • Onboarding PowerPoint slides are extremely helpful, particularly to someone who is new to their role as I am this year. The slides provide a great overview of the chapter’s mission, history, membership base, key programs and related activities, and responsible roles. I appreciated the clarification of expectations for each role, including commitments, and relevant policies. It provided sufficient detail to address the majority of my questions, and who to contact for clarification. Given the ongoing challenge of balancing work and other commitments, I appreciated the ability to review the presentation at my convenience. Well thought out, logical flow and the right amount of detail.  In addition, the moving of onboarding to ‘on your own’ has provided for more time during board meetings to concentrate on strategic discussions. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Before implementing the new ‘on your own’ process, the lesson learned was that requesting multi-hour onboarding/retreat sessions for volunteers is hard; knowing that the desire is for everyone to effectively receive onboarding information but that conducting long, in-person sessions became increasingly hard due to volunteer time and other commitments.  When discussing the implementation of this ‘on you own’ process, there was concern about the 100% participation requirement, that it would be off-putting and hard to manage with constant requests to complete the process. We are into the third year of using this ‘on you own’ onboarding process and have found that each year it has become easier and quicker to complete 100% participation. And, the leadership team continues to express appreciation for their overall time while stating they like reviewing the onboarding information at their own pace, on their own time. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | - Information on ATD and its offerings are used in the onboarding to acquaint the leadership team with ATD - ATD chapter leader resources are identified through onboarding  - Talent Development article and puzzle are utilized in discussing of talent development transformation in the onboarding |
| **Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to Samantha Herman,** [sherman@td.org](mailto:sherman@td.org)**)** | [Leadership Team Onboarding.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiZ1RxajcyVXlpNUhFQkg1UVVKMzlTV0hYY2M0IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhPRE1tWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCIxZGMwOGQ5NDMxNjI0ZjU2YjhkNzI5NWNhMjVmNmYzMlwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Onboarding comments.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiRDV2cEN4OEZZazNKd29URzkxUjAyRDNqdzM0IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhPRE1tWld3OVpXeGxiV1Z1ZEY4eU1nPT1cIixcImlkXCI6XCIxZGMwOGQ5NDMxNjI0ZjU2YjhkNzI5NWNhMjVmNmYzMlwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [onboarding email.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiSFZrWHJFMEI3aWJIX1Z3OGlaRzFHYzNVQ0ZnIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhPRE1tWld3OVpXeGxiV1Z1ZEY4eU13PT1cIixcImlkXCI6XCIxZGMwOGQ5NDMxNjI0ZjU2YjhkNzI5NWNhMjVmNmYzMlwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS from Twitter |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoidEViNmhzMUx0ekxWQnN4b0lYU0E2SmxrOEY0IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjFkYzA4ZDk0MzE2MjRmNTZiOGQ3Mjk1Y2EyNWY2ZjMyXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |