**CNY ATD 2017 Leadership Team Onboarding**

CNY ATD’s approach to leadership team onboarding has the goal of simplifying the 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. It is 78 slides with slide notes to review, and probably can be reviewed in 20-30 minutes (maybe less)….

* + For new leadership team members, this replaces any in-person, long session covering all the information you should know as a leadership team member, so please review all of it…. it’s not too bad
  + For returning leadership team members, please quickly review again to remind yourself of things you should know….. the primary changes from last year are
    - Beefed up info on ATD and CNY ATD areas/program
    - Added references to policies/guidelines/procedures

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

Due to size, the PowerPoint is in the CNY ATD Dropbox, ‘org’ folder – suggest downloading or saving it so you can view the notes (previous leadership team members have found the notes interesting and helpful)

Here is the link to the PPT - <https://www.dropbox.com/home/org?preview=Onboardg.pptx>

This ‘org’ folder also has various policy and onboarding documents referred to in the PowerPoint….

***\*\* 2 documents that should be reviewed***

* ***Leadership Team as Ambassadors (document titled Ambassadors in policies folder) – in line w/ this year’s area awareness/it takes a village efforts, please review the various ways you can support each other***
* ***Committee Best Practices – to reinforce ways that can make strong committees***

While this approach simplifies the annual onboarding process for continuing leadership team members, it was also decided that new leadership team members should also be provided one-on-one meetings to review onboarding items in this PowerPoint along with specific discussions regarding their specific areas and expectations…… I will be contacting new leadership team members to schedule times to meet for further onboarding, especially to review their areas’ responsibilities, plans, targets, etc

Our goal is to ensure you feel comfortable going into your new leadership team role and that your area’s committee and activities continue to meet CNY ATD’s needs. Meanwhile, if, at any time, you have any questions, concerns, etc, please let me know and we’ll address them.

In keeping with the 100% participation, please let me know when you have completed your review of the Onboarding PPT….. thanks for agreeing to be on CNY ATD’s leadership team

**Brenda Grady**

**Managing Director**

**CNY ATD**

[info@cnyatd.org](mailto:info@cnyatd.org)

315.546.2783

[cnyatd.org](http://cnyatd.org/)



***Celebrating Employee Learning all year long!***