**Getting New Hires to Stay, An Onboarding Tool – Sample Agenda for Managers   
Provided By: Suzie Price, February 2022**

Provide your New Hire with their customized Coaching Report during their first week on the job. Share the Debrief Video link with them and communicate in advance that you will be meeting for three different sessions to learn more about each other and how to best work together.

Before each session: You will both want to read each section in advance. The New Hire should be ready to share areas of their results that they would like you to know. As the Manager, you will want to be ready to share what you learned about your New Hire and ask any questions.

**Session #1:**

* **Intro and Check-in:** Ask your New Hire – *“How are things going? What’s going well? What could be going better? How can I help?”*
* **Icebreaker:** “Think of all of the people who’ve influenced you as you were growing up, who had the most influence on you?” Both share your answers.
* **Assessment Review and Discussion:**
  + In each section, ask your New Hire to share the key points from each h/she most wants to share, and also to share why it’s important and why it stands out.
  + Make notes **listen to understand,** ask questions about what is transferred and about something you noticed in the assessment.
    - Discuss Top Motivators (Interests) on the Motivators Wheel, pages 3, 4, 5
    - Refer to the [Motivators Memory Jogger Card](https://wakeupeager.s3.amazonaws.com/Motivators_MJCard_2021.pdf) and discuss this person’s top two Motivators.
    - Review Behavioral Characteristics together, pages 17 & 18. Discuss what your employee agrees with and disagrees with.
    - Review Checklist for Communicating, pages 19 &20. What two tips on each page are most important to this person? And why?

* **Close:** Each share what was most useful to you during the conversation. Schedule your next meeting.

**Session #2:**

* **Intro and Check-in:** Ask your New Hire – *“How are things going? What’s going well? What could be going better? How can I help?”*
* **Assessment Review and Discussion:**
  + In each section, ask your New Hire to share the key points from each h/she most wants to share, and to share why it’s important and why it stands out.
  + Make notes **listen to understand,** ask questions about what is shared and about something you noticed in the assessment.
    - Review pages 22 – 26: Integrating Behaviors and Motivators – Strengths, Conflict, Ideal Environment, Keys to Motivating, and Keys to Managing.
      * In each Section, ask your New Hire to share the key points from each h/she most wants to share, and also to share why it’s important and why it stands out.
* **Close:** Each share what was most useful to you during the conversation. Schedule your next meeting.

**Session #3:**

* **Intro:** Ask your New Hire – “How are things going? What’s going well? What could be going better? How can I help?”
* **Assessment Review and Discussion:**
  + Review pages 28 – 32: Competencies
    - Point out the top 7 Personal Skills – greatest strengths. Discuss how those strengths can be used on the job.
    - Look at lower scoring Personal Skills – remind them that no one has aced all of these. Ask (or point out) an area or two that will be important to the job and discuss ideas for developing that area. (Be sure to provide them with our [TriMetrix Learning Bites](https://www.pricelessprofessional.com/trimetrix-university-development-insights-general-use.html), self-paced development resources.)
* **Close:** Each share what was most useful to you during the conversations and determine the next steps.