**Talent Insights Side-by-Side Onboarding and New Leader Assimilation Process\***November 2023

**Four Steps to Ensure Success:**

1. SHARE WHY. You must explain the process of why you are doing this and why it matters, answering the WIIFM (What's In It for Me?) question.
2. PROVIDE TIME TO PREPARE. Send Side-by-Side Reports and pre-work instructions in advance.
3. BE SURE TO LISTEN AGGRESSIVELY. Definition: Listening aggressively is a focus on hearing in a determined and energetic way. When doing this well, you demonstrate your desire to understand by asking questions and listening with NO agenda other than understanding. Listening Aggressively answers the DIMTY (Do I Matter To You?) question.
4. USE THE MEMORY JOGGER CARDS: When meeting, have the Side-by-side report available to both of you and the laminated [DISC](https://wakeupeager.s3.amazonaws.com/DISC_CommunicationTips_MJCard_2021.pdf) and [Motivator](https://wakeupeager.s3.amazonaws.com/Motivators_MJCard_2021.pdf) Memory Jogger Cards.

**Sample Email Message to Send with the Side-By-Side Report:**

Dear \_\_\_\_\_\_\_\_,

I have attached a copy of a Talent Insights Side-By-Side Report – comparing our Communication and Motivation preferences from our Assessment results. We will review this together on DATE – TIME – LOCATION.

Please take some time to complete the pre-work listed next to prepare for our time together. We have found that this process helps build positive work relationships.

Some of the benefits of this process include:

1. Learning more about each other’s strengths and how we like to work.
2. Helping people connect, better understand each other, and learn how to best work together.
3. Begin growing trust to be more honest and straightforward with each other.

**PRE-WORK:**

* Read the Report
* In the sections about you
  + Select three items from each list on pages 4, 5, 6, 10, 12 that are most important to you now.
  + On page 11, select one area of Conflict that is most important for you to focus on right now.
* Be ready to share what you selected and why each item matters to you.

\*As discussed on Wake Up Eager Workforce Podcast Episode 99: Creating Connection and Positive Work Relationships with the Side By Side Report [www.pricelessprofessional.com/creatingconnection](http://www.pricelessprofessional.com/creatingconnection)

Also, as a reminder and to keep the assessment in context, this Report measures just two areas 1) communication behavior preferences (How We Like to Drive Around) and what we are most interested in and 2) motivated by (What Puts Gas our Tank).

What’s represented does NOT cover the influence on performance by our background and experience (Roads traveled), our desired next destination (Future Travel Plans), personal skills and competencies (Under the Hood/Horsepower), and the team and company culture (Where We’re Parked).

I look forward to reviewing this with you and learning more about you and how we can best work together! Thank you for being a part of our team.

With Appreciation,

LEADER/FACILITATOR

**Sample Meeting Agenda**

GET-TO-KNOW YOU – ICEBREAKER IDEAS:

* The person who most influenced me in my life is… because…
* The person I would most like to have breakfast with (Living or Passed on) is… because…
* Check in – how’s it going? What’s working? What could be going better?

TAKE TURNS SHARING EACH OF THE ITEMS YOU SELECTED ON EACH PAGE:

* Take turns reviewing each page by sharing the top three items you selected about yourself. Share what you picked and why those items matter to you. (Pages 4, 5, 6, 10, 12)
* Take turns reviewing each page by sharing the one item you selected about yourself. Share what you picked and why those items matter to you. (Page 11)

WRAP UP:

* Top Takeaways Each Person Shares. “Within this discussion, these are the things I found most useful…”
* Next steps.

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