



# ONBOARDING

# PLAN FOR

# PEOPLE-LEADERS

An E-Guide for How to Set Your Supervisors  
(*People who Lead People*) Up for Success

[www.skyehrconsulting.com](http://www.skyehrconsulting.com)

# People-Leadership Onboarding

The purpose of this guide is to help you create an onboarding program specific to newly hired supervisors (people who lead people).

Leading people is arguably the most important function of any supervisor, manager, director, or executive's job.

**Best practice for setting people leaders up for success** is to implement ***supervisor-specific orientation, onboarding, and training*** that newly hired people-leaders complete ***in addition to*** the orientation and onboarding activities that all employees complete.

## ***In this guide, you will find...***

- **Onboarding - Page 3** - **Planned, intentional activities** and access to resources to help new employees get situated in their role, the organization, and their working relationships. Onboarding includes pre-orientation communication, orientation, training, and ongoing support. It may take a **few months up to one year**.
- **Orientation - Page 4** - **The first day or two of onboarding**. Orientation includes an overview of the organization, supervisory role, handbook, benefits, new hire paperwork, and resources available. It sets expectations for onboarding, training, and people-leadership. Orientation is typically a **few hours** long.
- **Training - Page 6** - Training *isn't* limited to traditional classroom or side-by-side training. Training is often bite-sized and self-directed. It may include videos, books/articles, podcasts/audio files, job shadowing, webinars/workshops, self-directed research/learning, and coaching.



# Components of a Proactive Supervisor Onboarding Program



**Values:** Ensuring your organizational values are the foundation for supervisor onboarding. *How will onboarding reflect our values? How will we teach new supervisors to center values in people-leadership?*



**Inclusion:** Creating a sense of belonging for each individual. Being willing to be flexible in onboarding practices based on individual desires and needs.



**Introductions and Check-Ins:** Supporting supervisors in making key introductions and ensuring consistent check-ins with their direct supervisor.



**Training Plan:** Co-creating an individualized, written training and support plan *with* the newly hired supervisor, including a focus on people-leadership training.



**Feedback:** Asking newly hired supervisors for feedback about the onboarding experience to make improvements for future hires.

***Do you need support with building your organization's supervisor onboarding plan?***

Book an [HR Strategy Session](#) to receive clear, actionable guidance and resources specific to your organization.

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# Supervisor Onboarding

## PLANNER

Intentional activities to help new supervisors get situated in their role and at the organization.

*Note- your org's timeline may be longer than 90 days*

### PRIOR TO 1ST DAY

- Pre-orientation email
- Staff announcement
- Welcome gift
- Technology and workspace set up
- Prep paperwork for orientation
- Order badge and biz cards
- Set up employee files

### 1ST DAY OR TWO

- Employee orientation **plus** supervisor orientation
- Facility tour
- Welcome lunch
- 1:1 with supervisor
- Team meeting
- Other introductions
- Time and space for breaks

### WITHIN FIRST WEEK

- Email with links to orientation materials and key resources
- Introduce written training plan
- Continue with introductions
- Send calendar invites for important dates
- Schedule regular check-ins
- Introduce peer-mentor

### WITHIN 30 DAYS

- Co-create written training plan
- Host getting to know each other team building activities
- Employee/self-directed onboarding task completion (unique to your org)
- Meeting with executive leader(s)

### WITHIN 60 DAYS

- Complete onboarding feedback survey
- Check-in on training plan
- Clarify expectations on job role, communication, time off requests, expense reimbursement, travel, and other important info.

### WITHIN 90 DAYS

- Check-in on training plan and make adjustments as needed
- Continue team-building activities
- Continue check-ins
- What else?

# What to Cover in Supervisor Orientation- Pg. 1

**Best practice** is for newly hired people-leaders to complete supervisor orientation **in addition to** regular employee orientation.

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## Introduction to People-Leadership in Your Organization

- Overview of supervisor role/responsibilities
- Introduction to resources available to supervisors
- Overview of decision-making in the organization
- Values expectations, including diversity, equity, and inclusion
- Overview of people-leader onboarding/training next steps

## Supervisory and Administrative Responsibilities

- Scheduling, timesheets/timetracking, time off requests
- Employee status change processes (hires, transfers, exits)
- Interviewing, hiring, onboarding new employees
- Communication expectations (1:1, team, leadership team, etc.)
- Employee training, recognition, and support expectations
- Performance reviews, pay practices, and employee benefits
- Budgeting, budget management, and accounting processes.
- Strategic planning at organizational and department levels.

## What to Cover in Supervisor Orientation- Pg. 2

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### Compliance, Risk Management, and Inclusion

- Handbook and compliance resources overview
- Equity and inclusion, including anti-bias expectations/resources
- Harassment, discrimination, and retaliation prevention supervisor reporting responsibilities
- Medical leaves and workplace accommodation procedures and supervisor responsibilities
- Safety, injury reporting, and workers' compensation
- Conflicts of interest and confidentiality, including managing confidential employee information
- Drug and alcohol-free workplace, including policy overview and reasonable suspicion training, if applicable

# People-Leadership Core Training

Best practice is for supervisors to complete core training in the following people-leadership topics. Visit [www.skyehrconsulting.com](http://www.skyehrconsulting.com) to book a leadership training session for your organization.

## Leadership Foundations for Success

Signature four-part training program where new and seasoned leaders identify foundations for great leadership, including how to build high-performing teams.

- Define the leadership role and specific behaviors of successful leaders.
- Discuss how to build trust and relationships (with boundaries) with staff.
- Practice setting expectations and coaching employees.
- Create a personalized leadership growth plan for ongoing skill development.

## Navigating Workplace Conflict with More Ease

One of leadership's most important roles is managing conflict with and among employees. This workshop gives you resources to feel more confident navigating workplace conflict.

- Identify practices for navigating common conflict styles/tendencies.
- Learn a process for navigating through workplace conflict.
- Practice preparing for conflict using a discussion planner.
- Receive resources for establishing team agreements around conflict.

## Employment Law Compliance for Supervisors

Supervisors have a higher-level responsibility when it comes to ensuring HR/employment law compliance. This important training helps supervisors to understand their responsibilities with employment law compliance to reduce organizational risk.

- Identify the supervisor's role and responsibility in complying with employment law.
- Discuss what supervisors need to know about the specific state and federal laws that impact your organization.
- Define best practices for navigating employee grievances.



*Hello, I'm Skye.*

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*Thank you!*

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