Fictional example · AI draft

Onboarding plan for the first week

Your input

Which role are you onboarding someone into?	Office-based planner
Which team is the new colleague joining?	The three-person planning team at Example Installations.
What should they be able to do after the first week?	Schedule fault reports independently and give customers a time slot.
Who will support the new colleague?	An experienced planner from the team.
What needs to be arranged?	A laptop, access to the planning system and the phone system, and a fixed desk.

Proposal for the first week

> Goal for the first week
>
> After five days, the new planner schedules fault reports and gives customers a time slot independently, with the buddy as a safety net.

The first day

Meet the team, get the desk and systems working, and spend a few hours watching the buddy schedule jobs.

Days two to five

Days two and three: schedule reports together. Day four: schedule alone while the buddy checks. Day five: independent, with a review at the end of the day.

The buddy's role

The buddy is the first point of contact all week and checks every schedule up to and including day four.

Prepare before day one

A laptop, access to the planning system and the phone system, and a fixed desk. Test the access the day before.

Check first

It isn't settled whether the buddy has enough time that week alongside their own work. Agree it with the team lead beforehand.

This is an AI draft based on your input. AI hasn't looked anything up or checked anything. Review it before you use it.