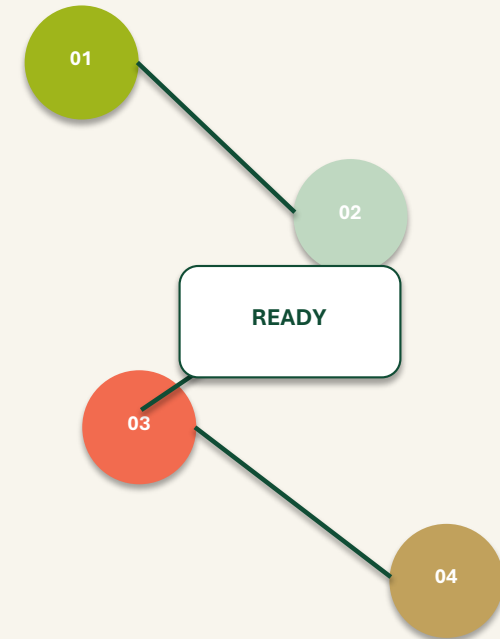


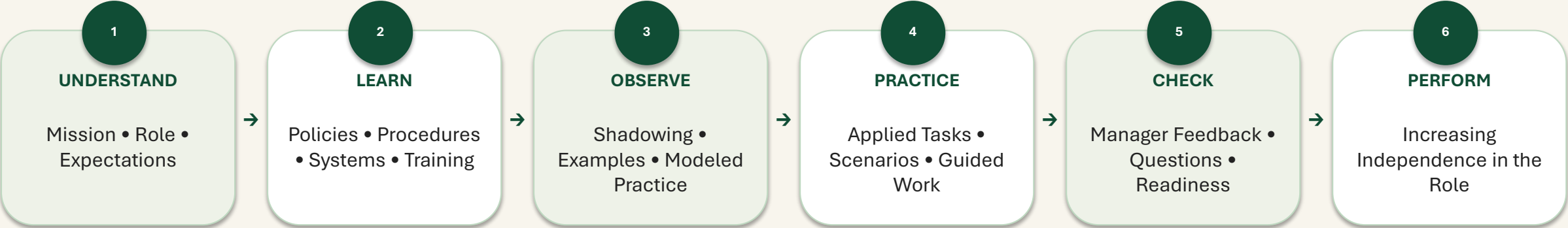
Employee Onboarding & Staff Readiness System

Strengthening the infrastructure that helps employees move from orientation to role readiness

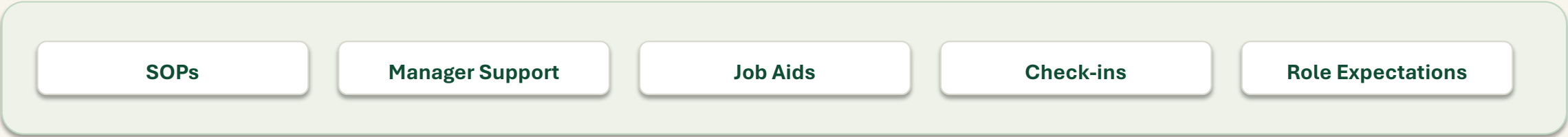
Onboarding • SOPs • Training • Manager Support • Implementation



Onboarding Is a System — Not an Orientation



SUPPORTING INFRASTRUCTURE



Each stage is reinforced by the tools, expectations, and manager practices employees need to become ready for the role.

The Infrastructure Behind Staff Readiness

01 Onboarding Structure

Connected learning activities across the employee experience

02 Role-Based Tools

Resources tied to what employees needed to know and do

03 SOP Integration

Connected documented processes to onboarding and day-to-day work

04 Manager Supports

Tools and practices for manager involvement

05 Applied Learning

Job shadowing, scenarios, and on-the-job practice

06 Readiness & Follow-Up

Check-ins and feedback built into the onboarding process

The system connected learning, documentation, manager involvement, practice, and follow-up rather than treating onboarding as a one-time event.

From Onboarding to Role Readiness

1

Role Clarity

Employees understand what is expected

2

Applied Readiness

Learning connects to actual job responsibilities

3

Manager Involvement

Supervisors have a defined role in onboarding

4

Consistent Support

Staff have shared tools and documented processes

5

Follow-Through

Check-ins extend beyond initial orientation

The objective wasn't simply to complete onboarding. It was to better prepare employees to perform the work.