

# FREQUENTLY ASKED QUESTIONS

## NEW LEADER ONBOARDING

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### **Who is eligible for New Leader Onboarding?**

New Fairview leaders (externally-hired and internally-promoted) hired into a leadership role, with direct reports, beginning November 23, 2020 or later.

### **If there was no New Leader Onboarding program when I was hired, can I participate now?**

New Leader Onboarding is designed for new leaders to provide baseline skills and understanding they will need to be immediately successful with their new teams. Leaders who have been a leadership role longer can access the [Leadership Development](#) webpage.

### **How will a new leader be enrolled in New Leader Onboarding?**

New leaders are automatically enrolled in the program based on their start/transition date. This will include an introductory e-mail and calendar invites for the five education and cohort sessions they are expected to attend.

### **What are the expectations of a participant?**

The expectations of the new leaders include:

- Prioritizing participation in the New Leader Onboarding session
  - Five 2-hour educational sessions over 10 weeks
  - Five 1-hour cohort meetings over 10 weeks
  - Unfortunately, the program does not allow for make-up sessions
- Immediately applying the skills identified in New Leader Onboarding session
- Connecting with their 1-up leader for context on the how the New Leader Onboarding content applies to their specific function

### **What are the expectations on a new leader's 1-up leader?**

One Up leaders should:

- Support the new leader in prioritizing New Leader Onboarding sessions during the new leader's first 90 days
- Use the 1-up conversation guides to reinforce and add function specific context to New Leader Onboarding concepts

### **If I miss a session, can I take it later?**

New Leader Onboarding is designed to be completed with a cohort in the first 90 days of employment in role. The model does not allow for make-up sessions. New leaders are urged to prioritize the New Leader Onboarding sessions that will be placed on their calendars.

### **Are leaders who do not manage people eligible to take this program?**

- No. This program is geared to support those leaders who have direct reports.

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### **How will the 1-up leader be notified?**

The 1-up leader will be copied via email that their employee has been registered into the program. After each of the five educational sessions, they will receive a Conversation Guide to use with their employee.

### **If a leader wanted to be sure other leaders, who are not participating in the program, meet the same baseline, could they use the 1:1 Guide with them as well?**

Yes, we encourage it!

### **Are there materials that can be shared with employees not participating in the program?**

Yes, please visit [www.odandl.org/nlo2](http://www.odandl.org/nlo2) for access to session materials.

### **Why are there cohorts in the New Leader Onboarding program?**

Cohorts provide new leaders with several opportunities for growth and connection. Because every cohort will be made up of cross-functional leaders from all across the organization, participants will be able to discuss the content from a variety of viewpoints while gaining valuable insight into how the information impacts areas of the organization outside your own. In addition, the cross-functional connections each participant makes can be invaluable as leaders develop throughout their Fairview careers.

### **Who is in my cohort?**

Cohorts are comprised of new leaders who start at about the same time. This group of new leaders will participate together in the New Leader Onboarding educational sessions.

### **When do cohorts meet?**

Cohorts will meet 1 week after the New Leader Onboarding educational session for 1 hour.