

# The Modern Onboarding Playbook

## MANAGER ESSENTIALS

### 1 Week Experience

For managers and new hires alike, the onboarding process is one of the most critical aspects of the overall employee experience; doing it well means increasing new hires' productivity, engagement, and retention. But too often, managers miss the mark: 88% of employees report they did not have a positive onboarding experience,<sup>1</sup> and 46% of new hires fail in the first 18 months.<sup>2</sup>

Join Alex Cavoulacos, co-founder and former President of The Muse, as she guides participants through her proven blueprint for onboarding new employees. Participants will learn the four key things new hires need to be integrated into their teams and ramp up to contribute at full capacity.

### Key Learnings

- Establishing goals and deliverables for the first 90 days
- Providing tools, systems, and resources to set up for success
- How to foster critical connections and impart institutional knowledge and context
- Balancing oversight and autonomy

### Assignment Details: Create an Onboarding Plan

- Define new hire goals, access, relationships, and context
- Construct a modular and reusable Empowered Onboarding Plan for future new hires

### Estimated Time Commitment: 2 Hours

Expert Video Lectures: 30 Minutes

Assignment: 60 Minutes

Interactive Activities: 30 Minutes

Participants receive an ExecOnline Certificate upon completion.

### Featured Leadership Expert: Alexandra Cavoulacos



ALEXANDRA  
CAVOULACOS

Alex Cavoulacos is the co-founder and former President of The Muse, a values-based career platform used by over 75 million people and named by Fast Company as one of the 50 Most Innovative Companies in the World. She is currently the co-founder and CEO of Meta Angels; a frequent speaker on entrepreneurship, the future of work, productivity, and web3; and is also the co-author of the bestselling book *The New Rules of Work: The Modern Playbook for Navigating Your Career*.

<sup>1</sup>Glassdoor, <sup>2</sup>Leadership IQ