

### THE NEED TO DELIVER

You've wooed and welcomed talented new hires, promoted the best and the brightest, and realigned skill sets with your latest strategy. Now the pressure is on to ensure successful transitions, long-term retention, and tangible results.

A few weeks into their new roles, when faced with a dozen competing priorities, will these valued employees know which ones to tackle first? Will they have the confidence to deftly apply their talents or request coaching from their manager? Will they understand how to get things done?

### MAKE-IT OR BREAK-IT INGREDIENTS

The enthusiasm and good intentions of your employees, managers, and organization aren't enough. Rapid results and long-term success require clarity and partnership.

- **Clarity** — Employees who deliver results understand where your organization is going — and how they fit in. They have guideposts for sorting through competing priorities, and know which of their unique capabilities should be leveraged. They're clear on what the job requires, and have a plan for efficiently getting up to speed on what they most need to learn.
- **Partnership** — Research has shown that strong employee-manager partnerships make a difference in employee productivity, engagement, and retention. Employees who understand their manager's needs and

discuss how to work effectively together are more aligned with your organization's strategy and have the support and tools they need to contribute to your bottom line.

### FAST START® FOR RAPID RESULTS AND RETENTION

The *Fast Start* process facilitates the information-sharing and critical conversations that need to happen between employees in new situations and their managers. It helps individuals:

- Clarify the why, when, and how of the results they need to deliver
- Target their unique talents on key organizational priorities
- Shorten the learning curve associated with taking on a new role
- Understand how to work with their manager effectively
- Take accountability for their professional success
- Become high-performing team members — fast.

### Organizations use *Fast Start* to:

- Achieve high productivity and retention of new hires
- Ensure the immediate and long-term success of the newly promoted
- Refocus talent after an organizational change
- Maximize job rotation programs
- Establish effective new manager-employee relationships.

### A PROVEN PROCESS

*Fast Start* is employee-driven, because your managers have good intentions but many competing priorities. Here's how it works:

#### PHASE 1 | THINK!

The employee and manager independently complete job expectations and work style insights online (30 minutes). Managers with multiple new hires can complete this step in as little as 5 minutes per employee.

#### PHASE 2 | PLAN!

The employee compares perceptions and creates a "road map" for what to talk about with the manager — and how. It takes about 90 minutes for employees to follow the online steps for analyzing and creating their *Fast Start* Discussion Plan.

#### PHASE 3 | TALK!

The employee conducts a *Fast Start* Discussion with the manager to obtain clarity on what's expected, discuss ideas for achieving success, and agree on how they'll work together effectively. This meeting lasts about 90 minutes.

#### PHASE 4 | ACT!

The employee summarizes agreements and implements ideas for rapid results and long-term success.

### A SELF-DIRECTED, ONLINE TOOL

*Fast Start* is easy to implement for employees one by one as they change jobs, or for waves of new hires and employees in transition. One email triggers the online process. Automated email reminders help employees and managers stay on track. A robust help feature provides online coaching for analyzing responses and planning the *Fast Start* Discussion. A 10-week series of automated follow-up emails reinforces key concepts, helps measure results, and sustains momentum.

### FEATURES TO ENSURE SUCCESS

Use our optional presentation templates to position *Fast Start* in the context of your critical business issues and achieve the right blend of high-touch support for this high-tech process. Kick-Off and Strategy Session briefings make it easy to integrate *Fast Start* into existing new hire orientation, new manager training, or change management initiatives.

*Track activity and measure results* from your *Fast Start* Administration Site. You can run reports on employee progress and view valuable data to guide improvements to your *Fast Start* implementation and measure the success of your initiative. The *Fast Start* Site Evaluation provides valuable insights into the impact of your implementation activities and the online experience of employees and managers. The *Fast Start* Discussion Evaluation gathers important data on the outcomes of the employee-manager meeting.

*Incorporate your competency models* or specific functional skills to align *Fast Start* with your performance management system or specific training initiatives. Our standard skills inventories can be tailored to reflect the skills that matter most to your organization.

### KEY BENEFITS

- Accelerated productivity — and return on investment — of your new recruits
- Increased engagement and retention of new hires and the newly promoted
- Employee alignment with your organization's strategy right from the start
- Smoother, more successful transitions for employees changing jobs or managers
- A strong foundation for effective, long-term employee-manager partnerships
- A common language for discussing priorities, performance, and working together
- Employee accountability for job satisfaction, development, and results.

Implement *Fast Start* to ensure that employees in transition at all levels of your organization have the direction, information, support, and confidence they need to produce rapid results — and succeed over the long term.

#### Managers enjoy:

- The comprehensive structure of the *Fast Start* Discussion
- The “Click2Copy” feature that saves time with multiple new hires
- Fewer course corrections and misunderstandings down the road.

*Your organization can't wait for employees to sort through the rules of the road.*