

Putting Together A Plan

The 90 Day Plan The Key To Getting An Offer

First 30 Days:

- Attend training Sessions - OJT
- Meet team members
- Learn the organization's systems
- Learn products and services
- Review procedures
- Client accounts

60-Day Plan

- Study best practices in the industry
- Set goals for the next 30 days
- Meet with supervisor to gather feedback,
- Building relationships with your colleagues
- Identifying potential mentors
- Reviewing the efficiency of company processes and procedures
- Visiting other departments, and continuing to attend training.

90-Day Plan

- Showing Value
- Obtaining feedback on new processes and procedures,
- Implementing new strategies and procedures
- Addressing any strategic Initiatives.