

# ONBOARDING OF NEW COLLEAGUES

The purpose of taking a walk with your new colleague is to get to know each other both professionally and personally, without it becoming private.

## This is how

You take turns talking and telling. It is always the person on the left who talks.

## First topic: Who am I

- Talk a little bit about yourself and your background. The new employee will start by walking on the right side and will just be listening while you talk. In this way you take control and your new colleague can comfortably relax and listen.
- When you have talked for 5 minutes, you will switch sides and now it is your new colleagues turn to talk.

## Second topic: Our cooperation

- Now you have to figure out the best way for you to work together. You start again by explaining how you prefer things to be. For example: "I prefer emails over telephone calls. This way I can answer when I have time, and you know that you will not be interrupting me."
- You switch after 5-10 minutes and now your new colleague will explain how they prefer things to be done.

## Free talk

- At the end, the topic of the conversation is free. Make sure to close the conversation about each other in a good way first.



## TIP

Write down three things you got out of the conversation with your new colleague.

