



Phase-by-phase plan for your **first** **30 days**

A practical guide to listening, learning, contributing, and setting goals in your first month.

1

WEEK 1

Immerse
yourself

2

WEEK 2

Understand
processes

3

WEEK 3

Early
observations

4

WEEK 4

Set goals
and plan ahead

Week 1

Immerse yourself and listen actively

Your aim is to learn about the company's values, internal processes, and priorities while completing the onboarding process.



- Complete your induction sessions, review onboarding documentation, and familiarise yourself with internal workflows.



- Take part in any team or project meetings to observe how colleagues collaborate and which broad themes dominate discussions.



- Arrange one-on-one conversations with key colleagues to build meaningful connections and clarify team dynamics.



- Identify someone who can serve as a mentor to guide you during early weeks.



- Note company culture markers - decision-making styles, communication norms, and expectations around feedback.



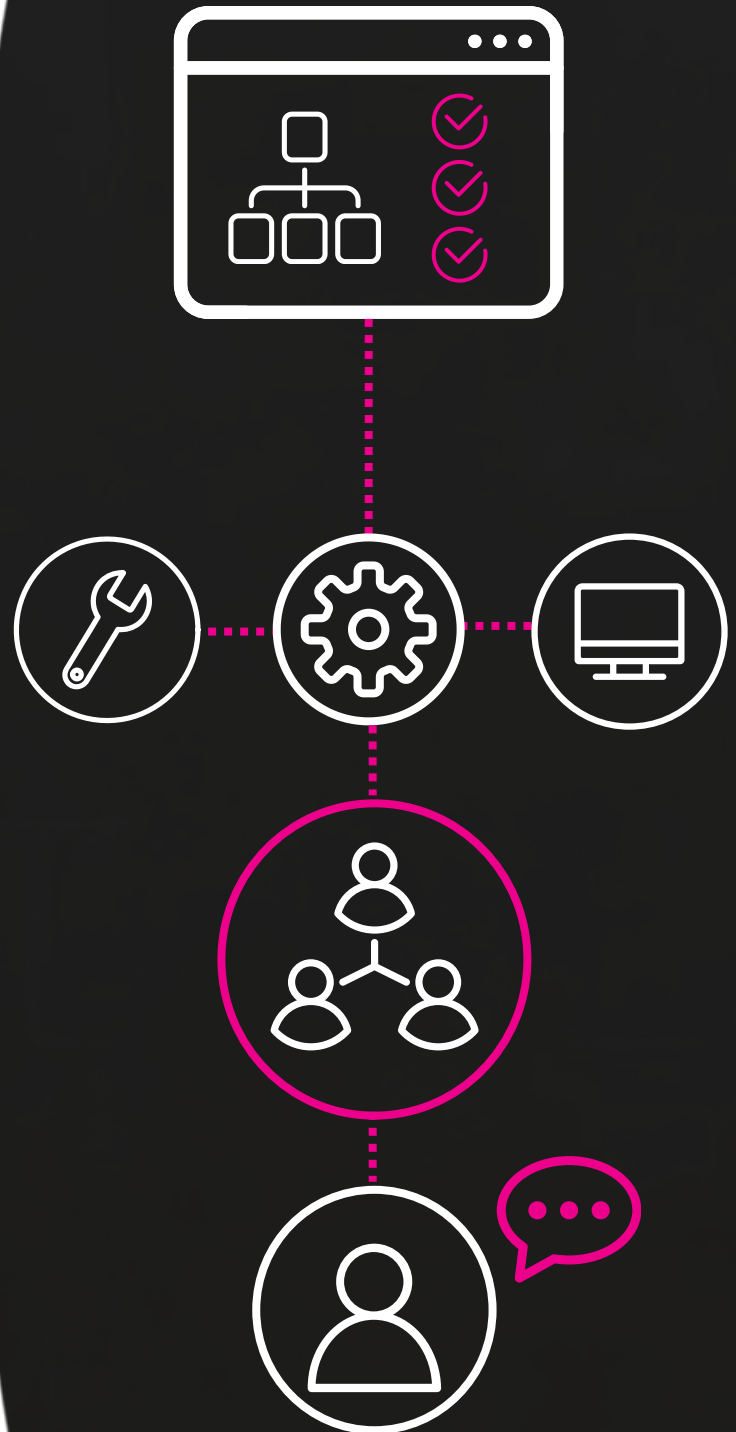
Tip: Stay in 'sponge mode'. Ask open-ended questions and document early observations for later discussion.

Week 2

Understand processes and adapt

This week is about learning core operational processes and identifying common threads that impact your role.

- Dive into internal processes, policies, and technologies. Make sure you understand the tools used for project management and day-to-day tasks.
- Observe how your team tracks objectives and deadlines, and how customers or clients are prioritised.
- Shadow colleagues or attend extra training sessions to build confidence in processes and systems.
- Begin thinking about a communications plan - how you will keep your manager updated, what channels to use, and how frequently to share information.
- Continue building your network - connect with senior leaders and decision makers to understand company strategy at a higher level.





Week 3

Communicate early observations and add value

Week three is not only about demonstrating capability but also sharing thoughtful insights and ideas in a constructive way.

- ✓ Take ownership of smaller projects or tasks where you can contribute without being overextended.
- ✓ Communicate your early observations to your manager, highlighting patterns or broad themes noticed across departments.
- ✓ Share initial achievements during check-ins and outline next steps for collaboration. Back up your feedback with facts and carefully framed follow-up questions.
- ✓ Look for opportunities to provide solutions - perhaps where you identified potential pitfalls or inefficiencies.
- ✓ Be proactive about asking for feedback on your performance and areas where you could accelerate learning.



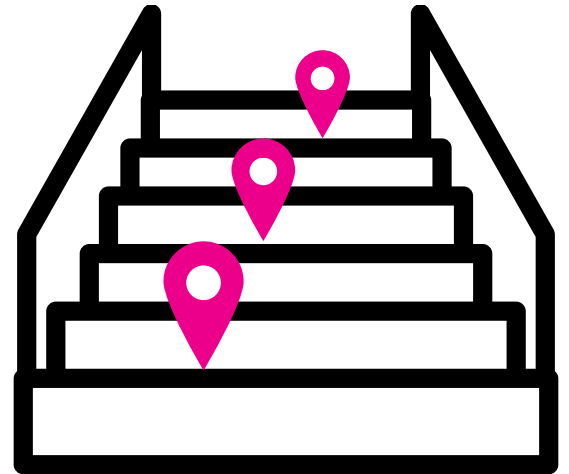
Tip: If there is a weekly meeting or team huddle, consider sharing a short update on what you've learned so far and your initial goals. This builds visibility and reinforces your collaboration mindset.



Week 4

Set goals and manage expectations

By the fourth week, you should feel more settled. This is the time to formalise your short-term objectives and get clarity on long-term expectations.



1

Schedule a manager meeting to discuss priorities for the next 60-90 days and confirm key metrics for success.

2

Agree on short-term goals that align with the company's objectives, ensuring they're realistic given your learning curve.

3

Be patient - don't expect to master everything overnight and communicate this to manage expectations on both sides.

4

Explore growth opportunities and discuss your career path so your development remains aligned with business needs.

5

Create a roadmap for ongoing engagement, including regular feedback loops and project milestones.



Tip: A clear set of goals and timelines will boost confidence and build trust between you, your manager, and your team.

Five essential questions to ask early on

- 1 What does success in this role look like within three months and beyond?
- 2 Which objectives should I prioritise in the next few weeks?
- 3 How does the team measure performance and manage deadlines?
- 4 What's the best way to keep you informed on projects and updates?
- 5 Who should I connect with to improve collaboration and build internal relationships?