EMPLOYEE DRIVEN 90 DAY ENTRY PLANNING

A Full-Day Interactive Workshop for HR Professionals and Supervisors

What you'll Learn

Transform your onboarding from a checklist to a strategic advantage. This workshop teaches supervisors and HR professionals how to implement the Employee-Driven 90-Day Entry Planning methodology—a proven framework where new employees take 100% ownership of their integration while supervisors provide structured guidance and support.

Why it Matters

The Problem: Traditional onboarding positions employees as passive recipients. They wait to be told what to do, struggle to understand unspoken culture, and often feel lost during their first 90 days.

The Solution: Employee-driven entry planning flips the script. New employees treat onboarding as a self-directed project they own and manage, with supervisors acting as guides and coaches rather than directors.

The Results:

- New hires reach 80% productivity by day 60 (vs. 90+ days with traditional onboarding)
- Stronger 90-day retention and engagement
- Reduced supervisor time answering repetitive questions
- Faster relationship building and cultural integration
- Clear documentation of progress and growth

Key Workshop Components

The Framework: The Employee-Driven 90-Day Entry Planning methodology was developed by Mary Ellen Normen of Northwest CFO Services, integrating personality assessment insights with proven onboarding best practices. The framework emphasizes employee self-direction, energy management, strategic relationship building, and sustainable performance.

Timeline	Key focus	Deliverables
Pre-Start Preparation	Preparation	Clarify your role, research your employer, and map strategic and beneficial relationships.
Days 1- 30	Learn & Observe	Process maps, stakeholder lists, quick-win tasks
Days 31- 60	Contribute & Align	SMART goals, improvement proposal, mentor setup
Day 61- 90	Value Creation & Growth	Signature project plan, leadership presentation, feedback cadence
Weekly Check-Ins	The Secret to Sustainable Success	The key components of sustainable success include organization, feedback loops, personal growth, and development.

Weekly Check-Ins: The Secret Weapon:

Master the 15-question weekly check-in framework that keeps new employees on track, builds accountability, and creates sustainable performance habits. Learn how to guide employees through energy management, relationship building, and goal progress tracking.

PERSONalysis® Integration (Optional):

Discover how personality assessments like PERSONalysis® enhance the entry planning process by helping employees understand their natural work preferences, energy patterns, and communication styles.

The Personal User Manual Approach:

Learn how to guide new employees in creating their personal "user manual"—a practical guide explaining how they work best, communicate, make decisions, and collaborate. This tool accelerates trust, reduces friction, and helps teams understand each employee's unique working style from day one.

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Who Should Attend

- HR Professionals designing or improving onboarding programs
- Supervisors & Managers who directly onboard new team members
- Team Leads responsible for new employee integration
- Department Heads seeking to improve retention and performance
- Teams attending together create shared language and accountability

What You'll Receive

- Complete Employee-Driven 90-Day Entry Planning workbook - Free (additional copies of the print version available for purchase)
- Personal User Manual templates and implementation guide (PDF and Sample Binder)
- Weekly check-in framework with 15 structured questions
- Supervisor facilitation guide with scripts and conversation starters
- Certificate of completion

Workshop Details	Duration: Full-day (7 hour) Format: Interactive, hands-on workshop (not lecture-based) Delivery Options: In-person or custom on-site
Investment	Contact us for pricing tailored to your organization size and delivery format
Ready to Transform your Onboarding?	Contact Information: Northwest CFO Services, Inc. Email: info@NWCFO.com

Contact us today to explore how we can help your business thrive.

For more information, visit **nwcfo.com**, email **info@nwcfo.com** and follow us on **LinkedIn**, **Facebook** and **Instagram**.

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