Project – Day One

INTRODUCTION
A great first day isn't just about getting settled—it's about feeling connected, aligned, and ready to contribute. An effective first-day project should reinforce company values, strengthen team bonds, and give new hires a clear sense of purpose. Not only does this benefit the new hire, but it also reinforces key principles for the entire team. Here are a few engaging ideas to make day one meaningful.

STEP 1: FORM A MENTORSHIP TRIO
- The New Hire – Ready to learn and offers a fresh perspective.
- A Junior Member – Recently in the new hire's shoes and can relate.
- A Senior Member – Brings experience and insight to the team.

Make sure each member has a pen and paper for notes.

STEP 2: LEARN THE CORE VALUES
Each team member writes down the company's core values. Take turns reading them aloud, then work toward memorizing them as a group.

STEP 3: IDENTIFY VALUES IN ACTION
The junior and senior members share real-life examples of company values at work. These might include successful projects, satisfied customers, or moments that reflect the company's mission. Brainstorm who else in the company could provide valuable insights.

STEP 4: INTERVIEW A COLLEAGUE
Choose a colleague (or two) identified in the previous step and conduct a brief interview. The goal is to understand how their role contributes to the company's mission and how core values are reflected in their work.

Suggested Questions:
- Can you share a time when our company values played a key role in a project or decision?
- What impact does your work have on the team, customers, or company?
- What advice would you give to someone new about embracing our values in their daily work?
- Is there a value that seems to be missing or underutilized? How could we strengthen it?

STEP 5: REFLECT & IMPROVE
The trio meets to discuss takeaways using these guiding questions:
- What went well, and what could be improved?
- Should we follow up with customers or colleagues for more insights?
- Do our experiences align with company values?
- Are there policies or procedures that need rethinking?

STEP 6: SHARE THE RESULTS
The new hire compiles a one-page summary of the day's findings and shares it with the team or company.

STEP 7: CRAFT A 30-DAY PLAN
With input from the mentorship trio, the new hire should develop a realistic 30-day plan to establish priorities, set achievable goals, and build momentum.

How to Structure the Plan:
Define Key Objectives – Identify 3-5 measurable goals that align with company values and the new hire's role. These should be specific, realistic, and impactful.
Identify Learning Milestones – List key skills, tools, or processes the new hire needs to understand in the first month. Assign teammates or resources that can help.
Build Relationships – Include actions to strengthen connections within the company, such as shadowing colleagues, attending team meetings, or scheduling one-on-ones.
Create a Feedback Loop – Set up regular check-ins with the mentorship trio or manager to discuss progress, challenges, and adjustments.
Outline Success Indicators – Define what success looks like at the 30-day mark. What should the new hire feel confident in? What contributions should they be making?

By crafting this plan collaboratively, the new hire gains clarity, accountability, and a sense of direction—helping them transition smoothly while reinforcing teamwork and company culture.

ADDITIONAL FIRST DAY TIPS FOR SUCCESS
For the Company:
Make Introductions Meaningful – Don't just introduce the new hire to names and titles—explain how each person contributes to the organization and why their roles matter.
Avoid Information Overload – Spread out policies, procedures, and paperwork across the first week instead of dumping everything on day one.
Set Up Their Workspace – Have all necessary tools, logins, and supplies ready before they arrive to avoid unnecessary downtime.
Assign a Point of Contact – Whether it's a mentor or a peer, ensure the new hire has someone to turn to for questions and support.
Plan a Welcome Activity – A team lunch, coffee chat, or casual meeting can help break the ice and build connections naturally.

For the New Hire:

Come Prepared – Review any pre-sent materials and have questions ready about your role and expectations.

Engage with Your Team – Introduce yourself with more than just your name—share something about your background and what excites you about the role.

Take Notes & Ask Questions – There's a lot to absorb on the first day. Writing things down and seeking clarification helps ensure nothing gets lost.

Observe Company Culture – Pay attention to how people communicate, collaborate, and handle tasks. This will help you adapt more quickly.

Be Patient with Yourself – No one expects you to master everything on day one. Focus on learning, building relationships, and understanding how you can contribute.

By being intentional with the first day, both the company and the new hire lay the foundation for long-term success.