

Step 1:

Make a list of everything a new person needs to be trained on.

Step 2:

Pick the three things that should go in LEGO bag 1.

1 _____

2 _____

3 _____

Pick the three things that should go in LEGO bag 2.

1 _____

2 _____

3 _____

Notes:

Stop asking, "How are you?"

Instead, start asking...

1. What's the best thing that's happened at work in the past month?
2. On a scale of 1-10, how was your week?
3. How are WE doing? What's one thing we could do better?

Stop asking, "Do you need any help?"

Instead, start asking...

1. What's been the biggest challenge at work lately?
2. I know there's A LOT to take in. What could I do a better job explaining to help you?
3. What do you wish there was more training on?

Notes

Step 1:

What one or two questions do you want to ask? Do you have ideas for different questions?

Who's this for? _____

What's the situation? _____

Red Light (MUST ask the boss)	Yellow Light (check with co-worker)	Green Light (good to go)