



Webinar: Using Lytho Workflow to Onboard New Team Members

Training new team members on department systems and processes can be — let’s just say it — time-consuming and inconvenient, but it doesn’t have to be. What if instead of thinking about onboarding as a checklist, we thought about it as an experience — an opportunity to wow our new team member while delivering technical training that ultimately endears them to the team and the company?

With the right tools and a refreshed attitude, managers can create an onboarding experience that delivers lasting impact and, just as importantly, minimizes costly setbacks.

Possible Pitfalls of a Chaotic Onboarding Experience:

o Buzz Kill

Changing jobs is a big decision involving big emotions. Hopefully your new team member is excited to join your team and learn new processes and systems. Reinforce the expectation that they made a good decision to join your team by having an organized, thoughtful training plan. The last thing we want to do is squash any existing excitement a new team member brings to training, and we definitely don’t want to validate any hesitations they may have about the new role by having a chaotic onboarding experience.

o Unnecessary Insecurities

A lack of training structure can undermine a new team member’s confidence and leave them feeling like a burden on the team. We already acknowledged that onboarding is a heavy lift for the manager, but the trainee shouldn’t know that. A defined onboarding road map outlines expectations, provides transparency and accountability, minimizes isolation and reduces overwhelmingness — for all parties involved.

o Inconsistent Messaging

Inconsistent onboardings leave a team vulnerable to its members having varying understandings of expectations and responsibilities, which encourages individuals to make assumptions. Accountability and ownership projections are ultra important in helping a new team member understand how they fit into the team’s overall function and success. Following the same onboarding process time and time again reinforces the likelihood that everyone on your team is singing from the same sheet of music.

o Information Overload

Too much too soon, scientifically speaking, can cause the mind to proactively block high-quality processing of new information as a form of protection from stress. Instead of inundating your new team member, provide an easy-to-absorb overview of your training plan, which should focus on foundational tasks and reinforcing the most important muscle memory skills that prepare the new team member for independent exploration and discovery.

o No End in Sight

The best part of a training program is completing it. New team members want to demonstrate value as quickly as possible, and providing a clear path with a visible finish line can help ensure that they don’t feel like the newcomer for too long. Acknowledging the completion of onboarding provides a sense of accomplishment and encourages a mindset shift from learning to taught, from preparing to ready. Cue “Pomp and Circumstance.”



How Lytho Can Help

Workflow is unique in that it can help facilitate its own adoption. Hosting your Workflow training in Workflow introduces the platform to a new team member in a positive light by providing a personalized experience; setting transparent expectations with start and due dates; defining ownership and aiding in accountability through member assignments; and affording the new team member a sense of control. Further, utilizing a project template for onboarding ensures consistency and allows for easy improvement after post-training assessment.