


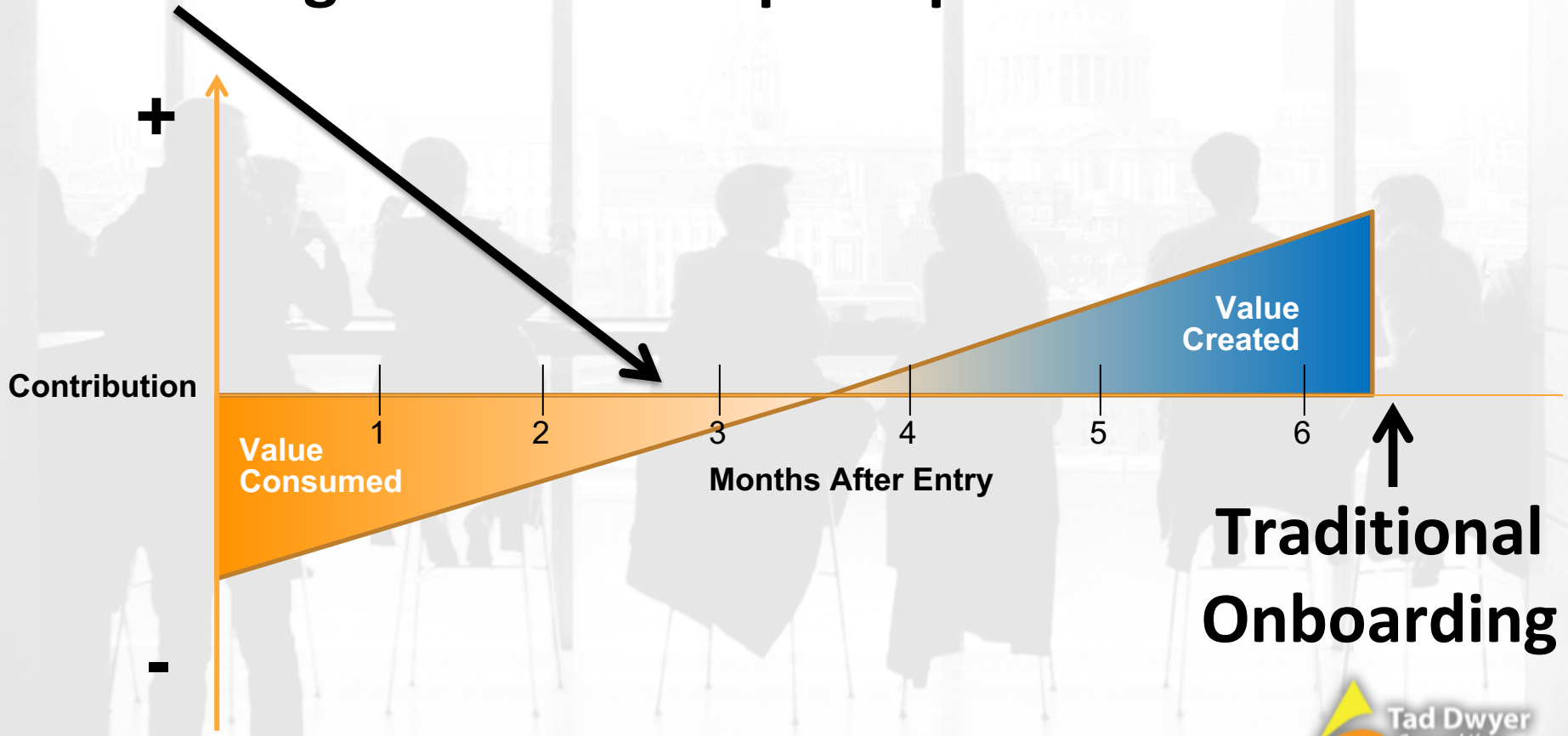
Transition Acceleration Program (TAP)

Introduction for Newly Hired Employees

A man in a dark blue suit and red tie is sitting at a desk. He is gesturing with his right hand, palm up. On the desk in front of him are a laptop, a glass of water, and some papers. The background is a plain wall.

TAP is a facilitated assimilation process that helps newly hired employees add value to their companies quickly and effectively

TAP Brings New Hires Up to Speed in Half the Time

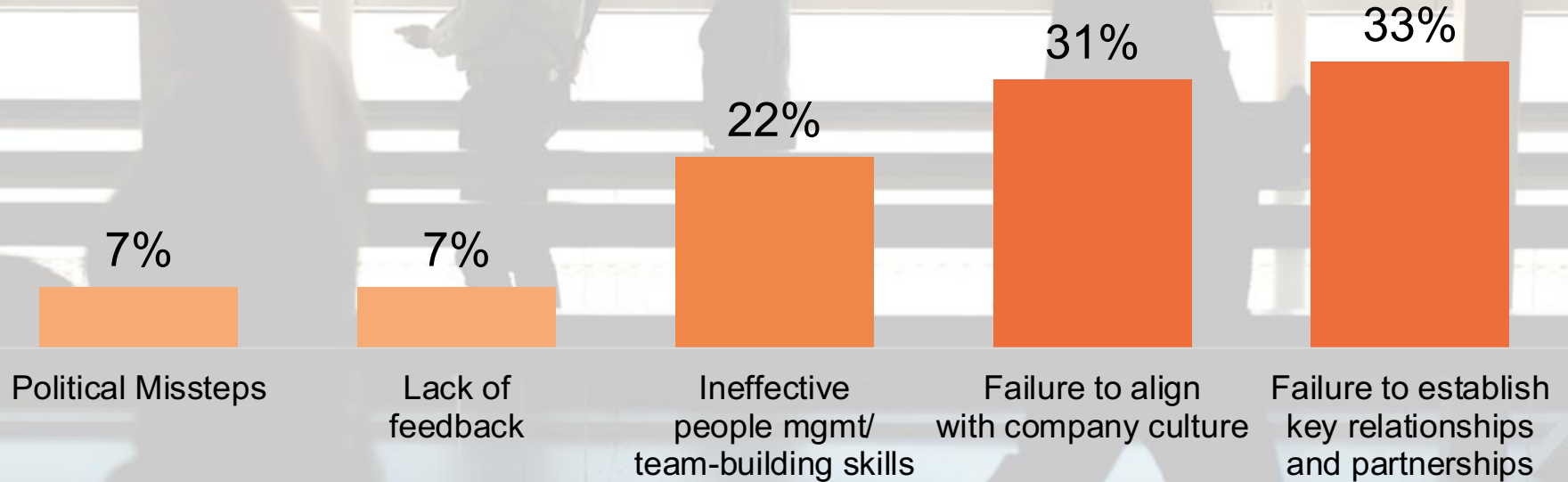


Source: Watkins, Michael, *The First 90 Days*.

All transitions are unique to the individual & situation...

- ✓ Going from a larger company (previous organization) to a smaller one
- ✓ Adjacent (new but similar/related) industry
- ✓ First time working in a private equity owned portfolio company
- ✓ New position is a promotion in scope of responsibility
- ✓ New position requires a geographical move

And present potential “derailers” including...



TAP Major Steps

- **(1st Week) Kickoff meeting that includes the hiring manager, new hire and TAP facilitator to provide clear expectations and priorities to ensure alignment**
- **(Throughout Process) 1-1 coaching and feedback from the TAP facilitator through the new hire's first 90 days**
- **(Throughout Process) Tools and templates at every phase of the process that the to frame success and avoid “derailers”**
- **(6 Weeks) Design a “win transfer” plan in conjunction with the hiring manager's expectations**
- **(90 Days) Culminating meeting experience that sets the stage for success far beyond initial onboarding**

The First Step - Kickoff Meeting Agenda

- **Clear expectations from the hiring manager**
- **Process deliverables**
- **Cultural/company information**
- **A review of the “landscape” the new leader is entering into**
- **Feedback on actions and behaviors that will lead to success in working with the hiring manager**
- **A roadmap of next steps**

**Congratulations and you will receive your TAP
kickoff meeting invitation soon!**