TEN-MINUTE TEAM DISCUSSION

First Day In

Use it when: Before your next newcomer joins the team.

The situation: New people spend their first weeks guessing: where to stand, which chat matters, what 'ready' means. The team forgot it ever had to learn these things.

LEADER OPENS WITH

Work: "Before our next new hire starts, let's write down what we wish someone had told us on day one."

Team or club: "Let's make the next new player's first day easier than ours was."

Run it

1. 2 min Ask: "What did you have to figure out on your own when you joined?"
2. 5 min Turn the answers into a short first-day note: where to go, who to find, the first job.
3. 3 min Choose who will be the next newcomer's go-to person.

We agreed

Check-in owner: _____ **Date:** _____