

# IS YOUR COMPANY READY FOR NEW HEROES?

✓ CHECKLIST

# PREPARATION PHASE

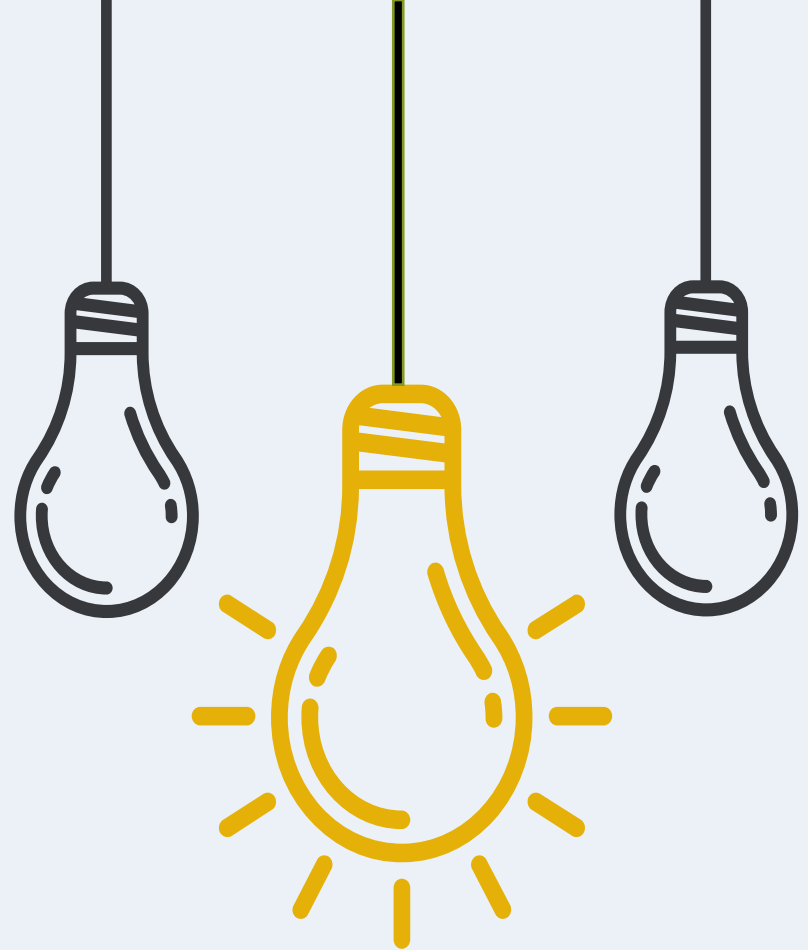


Have you already informed your employees about the arrival of New Heroes?



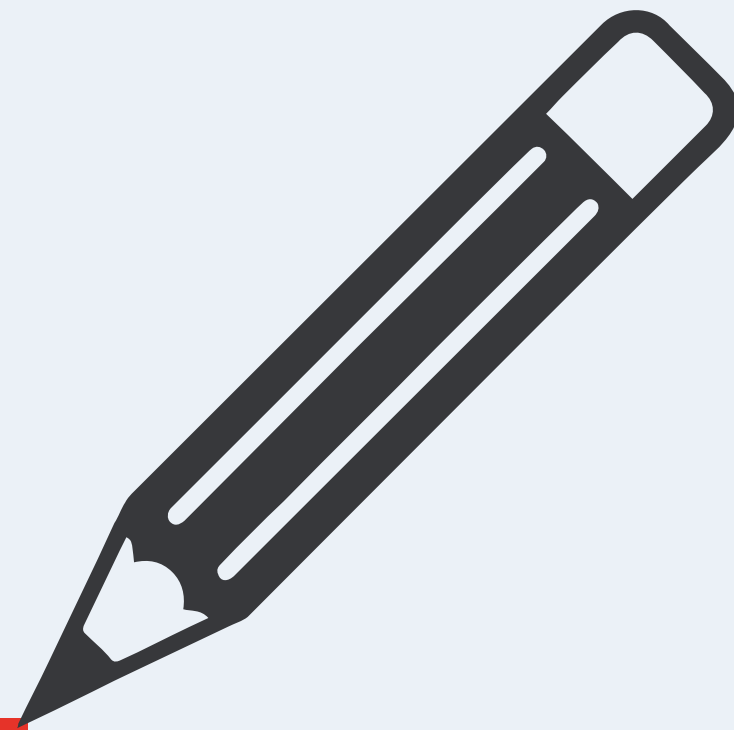
# THE KICKOFF

- ✓ Have you planned the kickoff?
- ✓ Have you sent out invitations to the kickoff?



# SIGNING UP CO-WORKERS

- ✓ Have you completed the Excel spreadsheet with names and email addresses?



# IMPLEMENTATION

- ✓ Have you added New Heroes to the HR/Performance cyclus?
- ✓ Have you established the terms and conditions?
  - How to handle the role of the supporter?
  - Is learning allowed during business hours?
  - Is it clear who is authorized to access the learning dashboard?



# FIRE UP!

- ✓ Have you handed out promotional material?
  - Posters near the coffee machine, in the elevator, the smoking area outside etc.
  - Menu in the cafeteria?
- ✓ Have you planned the activation email campaign?



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