



# Linking Leadership Expectations to onboarding

Onboarding is the ideal time to communicate Leadership Expectations to new staff.

## This guide:

- supports [Building Leadership Impact](#) and the condition for positive behaviour change: Clear expectations in context
- describes ways to use Leadership Expectations when onboarding staff
- includes supporting samples.

## Why this is important

Including Leadership Expectations in your agency onboarding process provides new staff with clarity about Leadership Expectations and how it relates to their job role. It also helps to ensure there is consistent messaging across your agency.

A new starter needs to understand:

- why the agency uses Leadership Expectations
- the context that applies to their job role
- that leadership starts with personal leadership
- how Leadership Expectations is used to help them do their job and contribute to their team
- how Leadership Expectations is incorporated into the employee lifecycle and what this means for them.

In addition, a new manager with direct reports need to understand:

- their role in implementing and adopting Leadership Expectations
- the guidance and support resources available to them to incorporate Leadership Expectations into their work.

## When onboarding staff

There are numerous ways to include Leadership Expectations when inducting staff into your agency:

- Include a link to Leadership Expectations in pre-reading and information about the agency that is sent to new employees before they start.
- Provide information in welcome packs or welcome emails to set expectations early and often.
- Create speaking points for induction presenters to ensure onboarding sessions have consistent messaging about how Leadership Expectations is used in the agency.

- Invite current employees to speak at onboarding sessions to share their experiences of using Leadership Expectations and how it applies in their day to day work.

If the agency allocates buddies and mentors to new staff then provide them with the relevant information to guide staff.

To provide you with guidance on how you may include Leadership Expectations in any of the onboarding processes listed above, refer to the [Sample narrative](#) and [Sample email to new starters](#).