

Template 4:

30-60-90 Day Onboarding Plan

Purpose: Provide a structured approach for SMEs to onboard young employees or apprentices effectively, ensuring skills development, engagement, and retention.

Overview:

- **First 30 Days:** Orientation & foundational learning
- **Days 31–60:** Build confidence & contribute
- **Days 61–90:** Review, adjust, and plan progression

This template includes **practical actions, milestones, and reflection points** for SMEs to follow.

30-Day Plan: Orientation & Settling In

Area	Action	Who	Notes/Tips
Induction	Introduce company culture, policies, systems	Line Manager	Keep short, engaging, avoid info overload
Team Introduction	Meet colleagues & key stakeholders	Team	Encourage informal meet-ups to build comfort
Role Familiarisation	Explain core responsibilities, tasks & expectation Job description Markets operating in	Supervisor	Use simple checklists; demonstrate tools
Health & Safety	Mandatory training & risk assessments awareness	HR/ Manager	Document completion
Early Wins	Assign small tasks	Mentor/Line manager	Boost confidence & sense of contribution



30-Day Plan: Orientation & Settling In (continued)

Area	Action	Who	Notes/Tips
Support	Book in regular 1-2-1s	Line Manager	Consider assigning a buddy or mentor too.
Reflection	Encourage employee to write first impressions	Employee	Supports self-awareness and engagement

Tip: Keep weekly 15-minute check-ins for progress and questions.



30-Day Plan: Orientation & Settling In

Area	Action	Who	Notes/Tips
Skills development	Assign more complex tasks – prioritisation	Line Manager	Gradually increase responsibility
Mentoring	Set up regular mentor / buddy sessions	Mentor	Encourage reflection & feedback
Progress Review	Discuss achievements and challenges. Agree priorities and objectives	Supervisor	Adjust support if needed. Capture and share discussions and any take aways/actions
Networking & Exposure	Introduce to other teams / clients	Manager	Builds confidence and social capital
Feedback Loop	Employee and employer reflects on what’s going well / not	Employee & Mentor	Encourage honest, constructive feedback

Tip: Focus on strengths and celebrate successes to maintain motivation.





90-Day Plan: Review & Progression Planning

Area	Action	Who	Notes/Tips
Performance Review	<p>Assess achievements & skill development</p> <p>Probationary review</p> <p>Soft / people skills as well as practical</p>	Supervisor	Identify growth areas
Next Steps	Discuss potential progression or further learning	Supervisor & Employee	Include options: continued apprenticeship, new responsibilities, or employment pathway
Long-Term Development Plan	Align employee aspirations with business needs	Supervisor	Use as living document
Feedback Reflection	Employee self-assessment	Employee	Encourage ongoing reflection beyond day 90
Celebrate Milestones	Recognise contributions	Team	Motivates retention and engagement

