

Factsheet No.2

Onboarding Sessions DIY

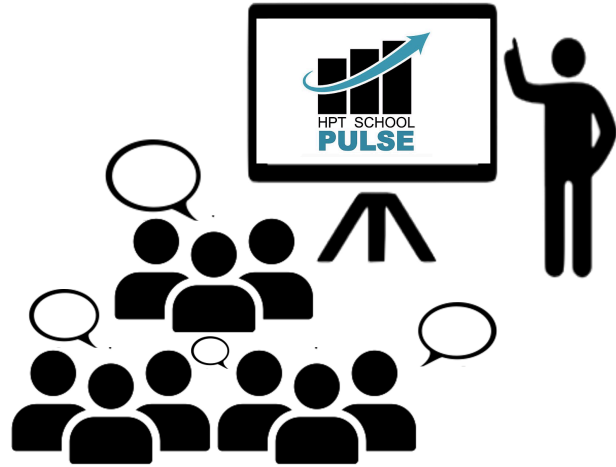
School Pulse Onboarding DIY

Onboarding of the HPT School Pulse is usually done by our team as a Staff Professional Development Session but can also be done DIY by school leaders using this Factsheet.

To ensure all team members are full engaged in the Team Pulse Program it is vital to hold a brief 15 minute onboarding session with all team members using the session plan below.

The onboarding session addresses common questions around how teams can use their monthly scorecards to boost Team Health and how we ensure individual privacy.

For larger schools this session can be done as a combined staff meeting.

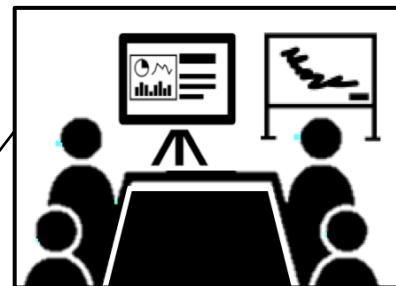


Onboarding Session Plan

Pre-Session: Before the onboarding session, email the link to the 1 Page Factsheet ([here](#)) and short Introductory Video ([here](#)) to all staff along with your rationale (i.e., 'We are rolling out the Team Pulse Program as part of our efforts to maximise Collective Efficacy and Team Health across our school...').



Onboarding Session Part 1: (15min) Watch the Introductory Video as a team ([here](#)) which explains important information about how we manage individual privacy and how to debrief monthly team scorecards effectively (5min). Then review the FAQ ([here](#)) (5min) and have a short discussion to ensure everyone is onboard (5min).



Onboarding Session Part 2 (Optional): (15min) Do a 'walk through' of the Team Debrief Protocol webpage ([here](#)) (5min) and practice one of the four possible 5-7min team debrief conversations (using the instructional video) with the team (10min).



[Weblinks Not Working on PDF?](#) Go To 'Getting Started' Page on Website (Section 3)

For More Support...

We can run the Team Pulse Onboarding Session as a Staff Professional Development Session or can dial in or be onsite to answer any questions. Alternatively we can run you through a quick train x trainer session before you start. Get in touch with us via the website if you'd like any assistance with onboarding the HPT Pulse Program.