



New Staff Onboarding: HPT Checklist

<p>1. School Wide Communication Protocols</p> <ul style="list-style-type: none"> • WATCH: LFS School Wide Collaboration Goldilocks Zone • DO: Provide new staff member with a copy of the Collaboration Map and School Wide Meeting & Communication Protocols and check for understanding. 	
<p>2. Team Specific Data Wall</p> <ul style="list-style-type: none"> • WATCH: High Performance Teams: Getting Started on The HPT Journey • DO: Provide an electronic copy of the team HPT data wall to new staff member and check for understanding – especially their team specific activity cycle schedule. 	
<p>3. Team Profile & CARD Type</p> <ul style="list-style-type: none"> • WATCH: The Platinum Rule: Communicate Successfully Every Time • DO: Complete The Platinum Rule: Self Reflection (Pg 3) and update the team profile on the data wall including the new team member's CARD Type. 	
<p>4. Team Meeting Toolkit</p> <ul style="list-style-type: none"> • WATCH: HPT Team Meeting Quickstart: Weekly 60min • DO: Provide a copy of your school's Teaching Team Meeting Quickstart and check for understanding. 	