



minto
Communities

**Organizational Development
and Training Manager
90 Day Objectives Draft**

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A.D.D.I.E.* 90-day Project Timeline

A	Day 1-10	ANALYSIS <ol style="list-style-type: none"> 1. Meet and discuss my role and overarching goals with leadership as appropriate. 2. Interview/ Shadow various functions for understanding of each crucial role 3. "Sell" the idea of standardization and new onboarding resources 4. Compose Training and Performance Objectives for each department for 2023
D	Day 10-30	DESIGN <ol style="list-style-type: none"> 1. Compose initial Training Topic Calendar for selected "Phase 1 " job titles and circulate for approval 2. Design Change Management approach for new procedures if any 3. Determine minimum requirements for "passing" each training
D	Day 30-45	DEVELOPMENT <ol style="list-style-type: none"> 1. Determine existing SME's, Best Practices, procedures, content for each topic 2. Finalize lesson plan for use with existing and developing content/resources 3. Compose welcome docs, lesson plans with assignments and assessments
I	Day 45-60	IMPLEMENTATION <ol style="list-style-type: none"> 1. Prepare and execute lesson plan on job title/ phase #1 using a structured blended approach 2. Evaluate and assess satisfaction, etc.
E	Day 60-90	EVALUATION <ol style="list-style-type: none"> 1. Analyze, report, and use to continue to upgrade program each time