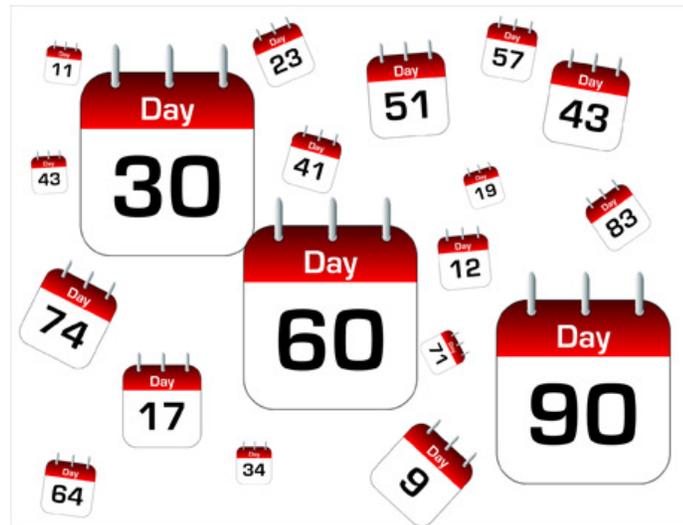


# The 90 Day Plan

## The Key To Getting an Offer



Presented By:

Rick Wescott January 18, 2015

# Agenda

30

60

90

- 1. What is a 30/60/90 Day Plan?**
- 2. Who should do a Plan?**
- 3. How a Plan helps you communicate.**
- 4. Why a Plan makes you stand out?**
- 5. How to present your Plan in an interview?**
- 6. The most important question to ask.**
- 7. How to put together a Plan.**
- 8. View several actual sample Plans.**

# What is a 30/60/90 Day Plan?

1. **Written Outline of Action Steps and Goals**
2. **Two Types:**
  - a) **After You Are Hired**



# 90 Day Plan After You are Hired

<p><b>What Do you want to Accomplish in the first 90 Days? (30/60/90)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How Much “On-boarding” time</li> <li><input type="checkbox"/> What does success look like</li> <li><input type="checkbox"/> What does Company want</li> <li><input type="checkbox"/> What does Boss want</li> <li><input type="checkbox"/> “Formal” reviews</li> </ul>	<p><b>Get comfortable with work environment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parking</li> <li><input type="checkbox"/> Work Area</li> <li><input type="checkbox"/> Break/Lunch Area</li> <li><input type="checkbox"/> Work Schedule</li> <li><input type="checkbox"/> Co-Workers</li> <li><input type="checkbox"/> Company “lingo”</li> </ul>	<p><b>Learn your job</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Handbook</li> <li><input type="checkbox"/> Work Rules</li> <li><input type="checkbox"/> Job Processes</li> <li><input type="checkbox"/> Job Relative to Company goals</li> <li><input type="checkbox"/> Land mines?</li> <li><input type="checkbox"/> Learn your boss (Style)</li> <li><input type="checkbox"/> Meetings with boss</li> <li><input type="checkbox"/> Boss’s definition of success</li> </ul>	<p><b>Learn how success is measured, then succeed</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Succeed with Manager</li> <li><input type="checkbox"/> Success for manager vs self</li> <li><input type="checkbox"/> Show your value</li> <li><input type="checkbox"/> How does the team succeed</li> <li><input type="checkbox"/> How does teamwork exist</li> <li><input type="checkbox"/> Succeed with Work Team</li> <li><input type="checkbox"/> Coworkers Success</li> <li><input type="checkbox"/> Other shifts or departments</li> </ul>
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# What is a 30/60/90 Day Plan?

**1. Written Outline of Action Steps and Goals**

**2. Two Types:**

- a) After You Are Hired**
- b) Pre-Job Offer**



# 90 Day Pre-Job Offer

<b>First 30 Days:</b>	<b>60-Day Plan</b>	<b>90-Day Plan</b>
<ul style="list-style-type: none"><li>• <b>Attend training Sessions - OJT</b></li><li>• <b>Meet team members</b></li><li>• <b>Learn the organization's systems</b></li><li>• <b>Learn products and services</b></li><li>• <b>Review procedures</b></li><li>• <b>Client accounts</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Study best practices in the industry</b></li><li>• <b>Set goals for the next 30 days</b></li><li>• <b>Meet with supervisor to gather feedback,</b></li><li>• <b>Building relationships with your colleagues</b></li><li>• <b>Identifying potential mentors</b></li><li>• <b>Reviewing the efficiency of company processes and procedures</b></li><li>• <b>Visiting other departments, and continuing to attend training.</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Showing Value</b></li><li>• <b>Obtaining feedback on new processes and procedures,</b></li><li>• <b>Implementing new strategies and procedures</b></li><li>• <b>Addressing any strategic initiatives.</b></li></ul>

# Who Should do a Plan?



# How a Plan Helps You Communicate

**It Addresses 4 Questions in the Back of Every Hiring Manager's Mind**

- 1. Do You Understand the Job?**
- 2. Can You Do the Job?**
- 3. Will You Do the Job?**
- 4. Will You Pose a Risk to His or Her Continued Employment?**



# Why a Plan makes you stand out?

## 1. It Elevates You as a Candidate

- a) Done Your Homework
- b) Analyzed the Position
- c) Considered How Best to Serve in this Position

## 2. Dramatically Improves Your Interview Performance

## 3. It Demonstrates Your:

- |                |                 |                     |
|----------------|-----------------|---------------------|
| ✓ Intelligence | ✓ Work Ethic    | ✓ Commitment        |
| ✓ Energy       | ✓ Knowledge     | ✓ Analytic Skills   |
| ✓ Initiative   | ✓ Determination | ✓ Critical Thinking |
| ✓ Drive        | ✓ Enthusiasm    |                     |

# How to Present Your Plan in an Interview

*“I’ve thought a lot about how I could be successful in this job, so I put together this outline and I wanted to talk it over with you.”*

- 1. Important to Walk Them Through the Plan in the Interview**
- 2. Ask Questions**



# Questions To Consider

*And When to Ask? (Pre Plan or Post Plan)*

1. What are the departmental goals and objectives?
2. What are the position's main priorities?
3. Who are the people I would need to meet with to help me reach my goals?
4. What are the "quick fixes" and what requires more time?
5. How will I measure my progress?



# How to Present Your Plan In An Interview

*“I’ve thought a lot about how I could be successful in this job, so I put together this outline and I wanted to talk it over with you.”*

- 1. Important to Walk Them Through the Plan In the Interview**
- 2. Ask Questions**
- 3. Get Input**
- 4. Discuss**



## The Most Important Question to Ask

*“If I were to do all the things I (we) have in this plan, would you agree I would be successful in this job?”*



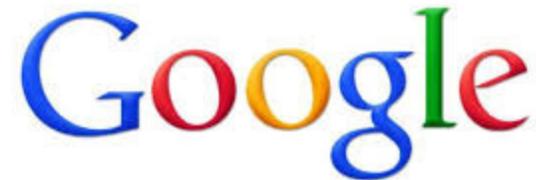
# Putting Together A Plan

## The 90 Day Plan The Key To Getting An Offer

First 30 Days:	60-Day Plan	90-Day Plan
<ul style="list-style-type: none"><li>• Attend training Sessions - OJT</li><li>• Meet team members</li><li>• Learn the organization's systems</li><li>• Learn products and services</li><li>• Review procedures</li><li>• Client accounts</li></ul>	<ul style="list-style-type: none"><li>• Study best practices in the industry</li><li>• Set goals for the next 30 days</li><li>• Meet with supervisor to gather feedback,</li><li>• Building relationships with your colleagues</li><li>• Identifying potential mentors</li><li>• Reviewing the efficiency of company processes and procedures</li><li>• Visiting other departments, and continuing to attend training.</li></ul>	<ul style="list-style-type: none"><li>• Showing Value</li><li>• Obtaining feedback on new processes and procedures,</li><li>• Implementing new strategies and procedures</li><li>• Addressing any strategic initiatives.</li></ul>

# Finding Information

- Job Description
- Interview Questions
- Your Recruiter
- Google
- Corporate Website – Annual Report
- LinkedIn
  - Company Pages
  - Profiles



# Plan Formats

- **WORD or PDF**
  - 1 to 4 Pages
  - Easier to Prepare
- **PowerPoint**
  - Shorter is Better – 4 Slides
  - Don't Be Lengthy
  - Good For Group Interview
- **View Actual Sample Plans**

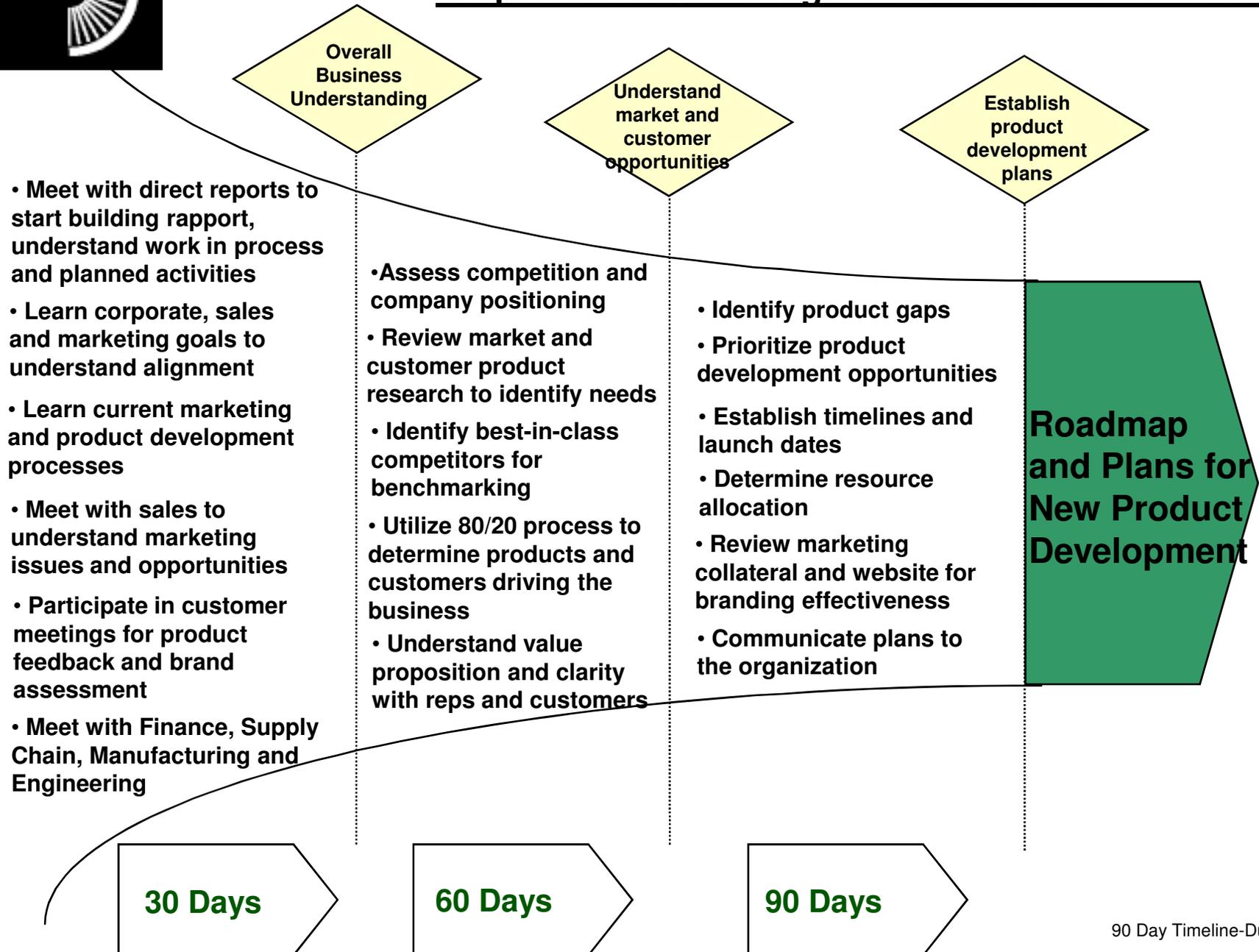


# CIO Plan

	30 Days	60 Days	90 Days
People	<b>What does Success look like?</b> Ensure you have clarity of expectations from CEO Get support for this plan.	<b>Engage CEO</b> Share with CEO your assessment of the situation.	<b>Contract Success</b> Ensure specific support is secured.
People	<b>Understand key players</b> Do Stakeholder Analysis & Influence Map. Ask: Exec's 3 things: about their key issues, for support & advice what would you do different?	<b>Start to Build Relationships at exec level.</b> Understand what are their 'pain points'	<b>Build Coalitions at Exec Level</b> Look for examples where 'No' is the appropriate answer.
People	<b>Brand yourself</b> Set your agenda and expectations– discuss with team, peers & mgt your 30-60-90 plan. Ensure they understand what you value.	<b>Be visible &amp; Think-time</b> Set time to wander around \ set time to reflect. Bounce ideas with mentors and confidantes.	<b>Be generous</b> Give public recognition to your team for leadership behaviours that meet and exceed your expectations.
People	<b>Assess your future team</b> Evaluate the current IT Team.	<b>Build your future team</b> Identify talent gaps and take selective decisions to remediate the team.	<b>Build your Team</b> Start to action these decisions.
Process	<b>Understand how IT engages the business</b> Explore business integration & governance gaps	<b>Consider alternatives &amp; options</b> Strike the right balance (evaluate where rigour & discipline is lacking)	<b>Take Action</b> Implement more deliberate effort on governance.
Process	<b>Establish <i>personal</i> key metrics</b> People respect what you inspect -- ensure this is well known.	<b>Monitor metrics</b> Ensure visibility of metrics and be committed to communicate actions.	<b>Monitor &amp; Refine metrics</b> Give recognition & market the results
Process	<b>Accelerate business learning</b> Ask for access & inclusion. Understand what external models your business partners value.	<b>Reflect learning</b> Be open to external environment and alternative benchmarks that can	<b>Demonstrate learning</b> with the business at meetings and also share these with your team.
Technology	<b>Fix critical <i>Hygiene</i> issue</b> Identify & address highest visibility issue. (Wipro, Core Ops, Demerger)	<b>Work the issue</b> Ensure short-term vs long term tradeoffs.	<b>Ensure accountability</b> Trust but verify.....
Technology	<b>Review IT Strategy</b> Own this - explain intent, scope and rationale. Evaluate the IT Portfolio	<b>Challenge IT Strategy</b> Understand where changes may be required. Challenge what looks to be unnecessary	<b>Get support from CEO for IT Strategy adjustments</b> Ensure airtime is secured.
Technology	<b>Understand your operations</b> Get team to measure critical CSAT baseline.	<b>Improve Operations - set goals</b> Measure & Communicate CSAT actions	<b>Measure &amp; follow-up</b> Show progress – war of inches.
Technology	<b>Send the right message</b> Look for a quick win – something to stop	<b>Stop Something</b> Be decisive	<b>Start the loop again</b> Share this and repeat with next issue.



## Proposed On-Boarding TimeLine for Mark Kardon



# More Sample Plans

[90 Day Marketing.pptx](#)

[sample90dayplan-Leadership.ppt](#)

[JKintziger Cenvo Business Plan .doc](#)

[30-60-90 Waxie Sales 4 slides.ppt](#)

[306090dayplan Nat Evans.pptx](#)

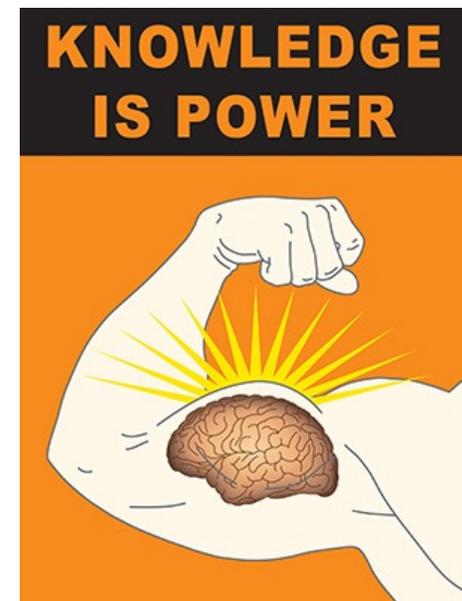
[SPBC 30 - 60- 90 Day Plan - Wescott.doc](#)

[Wescott SPBC Orientation Checklist.doc](#)

“Rick, thank you for the information as requested, very well put together! Current timeline, I am in the process of evaluating the interviews from last week to determine next steps. Very tough decisions to make, All of you are good candidates!”

# You Now Know

- 1. What is a 30/60/90 Day Plan?**
- 2. Why you should do a Plan?**
- 3. How to present your Plan in an interview.**
- 4. The questions to ask.**
- 5. How to put together a plan.**



# CALL TO ACTION

**Do A 30-60-90 Day Plan!**



YOU'RE  
HIRED!

# Thank You!

## Any Questions?

