

100 day plan for starting a new job

What are the keys to success when starting a new job? How can you hit the ground running? Use this plan to diagnose your situation and develop a customised plan for success in your new role.



Action within 30 days

Perfect your elevator pitch

Equip yourself with a succinct self-introduction for all the people you'll meet.

Learn key processes

Familiarise yourself with the schools processes and systems. What are the key processes in your school? Analyse and review them thoroughly. Ask questions to confirm your understanding.

Identify ten key players

Teacher or support staff who can give you the inside information. They can be your biggest supporters! Starting out on the right foot with them is key to your success.

Identify the best sources of insight

Learn how to identify the best sources of insight in your new school. Use this to learn about the new culture. Watch carefully to see who everyone goes to for advice.

Create a learning plan

What do I need to know about the school, their vision and goals, and how will I learn this? Determine your deliverables. Establish key markers of success and what you need to learn and accomplish to get there.

Action within 60 days

Review your progress

What were your key observations? Are you clear on your deliverables?

Meeting with your new leader

You are tempted to run through a checklist when you meet with your leader. They know you are working, so save your discussions for problems you need their help with and for things you accomplish.

Collective achievement

If you are looking for a quick win early on - work with a teacher in your new team and brainstorm possibilities for collective quick wins.

Things to avoid

Criticising past moves will be perceived as criticising the people who made them. Instead, spend time learning and understanding the past history of your team and vschool, but don't judge.

Action within 100 days

Review your performance

How well are you settling into the role? How are you contributing to the school and your team?

Communicate with your leader

Review your progress with your leader. Have you reached those practical markers of success you outlined in the first month? Continue to plan pragmatically by establishing some further long term goals and objectives.

Take care of yourself

Starting a new job can be mentally and physically taxing. Be sure to take care of your health. Strive to maintain a healthy work-life balance to avoid burning out.