ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

FULL COURSE DETAILS, INCLUDING DURABLEME CHARACTER DEVELOPMENT PROGRAM

Please see below a full list of topics and resources included in the Onboard Yourself Program

Welcome to Durable Minds Everboarding!

Course Details:

- Welcome to DME!
- Pillar I: The Durable Minds Everboarding Blueprint
- Pillar II: The Onboard Yourself Course
- Pillar III: The Importance of Durable Skills
- Pillar IV: The DurableME Character Development Program
- Understanding the Nature of Work
- What is Everboarding?
- Embracing the Commitment
- How Do You Feel?
- Reflection Questions (3)
- How It All Fits Together

PDF Downloadable Resources:

- An Overview of The DME Blueprint
- An Overview of Durable Skills

Looking For A Fresh Start

Course Details:

- What does a fresh start feel like?
- What is Recruiting?
- Effective Interviewing
- Common Phases of the Interview Process
- Accepting the Job
- Steps to Transition into a New Organization
- Understanding Paid Time Off
- What is Recruiting?
- Durable Skill: Negotiation Lesson
- Durable Skill: Decision-making Lesson
- The DME Blueprint

PDF Downloadable Resources:

- Interview Dynamics Deep Dive
- Interview Prep Checklist (First Impressions)
- Interview Questions & Answers
- Top 10 Questions to Ask During an Interview
- Thank You Note Templates
- Salary Negotiation Scripts
- Sample Resignation Letter & Email
- Comprehensive Job Transition Checklist (Before First Day)
- Email Templates (Before First Day)
- Negotiation (Extend Your Learning)
- Decision-making (Extend Your Learning)

© Durable Minds Everboarding 2024

ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

New Beginnings

Course Details:

- New Beginnings Introduction
- What to Expect on Your First Day
- Dress Code Overview
- Hygiene in the Workplace
- Surviving and Thriving Your First Day
- Lunch on Your First Day (and beyond)
- Your First 30 Days Introduction
- Authenticity in the Workplace
- Your Personal Brand at Work
- Start with an Introduction
- In-Person and Hybrid Work Environments
- Work Tools Software
- Phishing Emails
- Work Tools Hardware
- Self-management
- Self Assessment Quiz: Self-management
- Employee Handbook & New Hire Paperwork
- Navigating your LMS
- Workplace Hierarchy
- Compensation Overview
- Tax Forms
- Travel and Expense Policy
- Benefits Registration
- Planned and Unplanned Time Off
- Retirement
- Durable Skill: Organizational Skills
- Durable Skill: Interpersonal Relationships
- New Beginnings Wrap Up

PDF Downloadable Resources:

- Comprehensive Checklist (After Your First Day)
- Email Templates & Scripts (After First Day)
- Calendar Invite Templates
- Bio Template
- Google Suite Tips & Tricks
- Microsoft Suite Tips & Tricks
- Keyboard Shortcuts (Apple & Microsoft)
- Work Tools Checklist
- Organization Skills (Extend Your Thinking)
- Interpersonal Relationships (Extend Your Learning)

Embracing Opportunity Part 1

Course Details:

- Embracing Opportunity Part 1 Introduction
- Introduction to Organizational Culture
- Corporate America Ground Rules
- It's all about the Context
- Office Politics
- Values and Ethics in the Workplace
- Advocating for Yourself

PDF Downloadable Resources:

- Templates for Responding to Offensive Emails
- 1:1 & Group Meeting Questions, Email Templates, & Scripts (Manager & Team)
- Meetings with Senior Leaders Scripts & Email Templates

© Durable Minds Everboarding 2024

ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

Embracing Opportunity Part 1

Course Details Continued:

- The First 30-90 Days
- Reflection (3 Questions)
- An Introduction to Digital Communication
- Establishing a Strong Digital Presence
- Responding to Offensive Emails
- The Role of a Meeting
- The Corporate Meeting
- Introduction to 1:1 Meetings (Part 1)
- Meetings in Your First 30 Days
- Meeting Etiquette
- Work Life Integration
- Self Assessment: How do you like to work?
- Organizing your Workflows
- To-do List and Inbox Management
- The Importance of Routines
- Multitasking While Staying Organized
- Durable Skill: Time Management Lesson
- Durable Skill: Emotional Intelligence Lesson
- Embracing Opportunity Part 1 Wrap Up

PDF Downloadable Resources (Continued):

- Agenda 1:1 Template (Manager) (Word & PDF Download)
- Agenda & Notes Template (Team) (Word & PDF Download)
- 30/60/90 Day Agenda Template (Manager) (Word & PDF Download)
- Out of Office Sample Template
- How to Create a Process Template
- DME Playbook (Excel Sheet Download)
- Task Blocking Activity
- Time Management (Extend Your Learning)
- Emotional Intelligence (Extend Your Learning)

Embracing Opportunity Part 2

Course Details:

- Embracing Opportunity Part 2 Introduction
- The Meaningless Meeting
- Protecting Yourself with Documentation
- Jargon Monoxide
- Humor in the Workplace
- Psychological Safety in the Workplace
- Introducing Team Cohesiveness
- Teamwork Makes the Dream Work
- How to Use Questions to Understand Mental Models

PDF Downloadable Resources:

- Corporate Acronyms
- Corporate Jargon and Phrases
- Scripts for Dealing with Different Types of Managers
- Scripts for Managing Expectations
- Resilience (Extend Your Learning)
- Critical Thinking (Extend Your Learning)

© Durable Minds Everboarding 2024

ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

Embracing Opportunity Part 2

Course Details Continued:

- Navigating Different Communication Styles
- Toxic Cultures and Leaders
- Dealing with Different Types of Leaders
- Dealing with Different Types of Co-workers
- Dating & Romantic Relationships in the Workplace
- Self Assessment: Is it you?
- Organizational Culture in Action

Course Details Continued:

- Visibility in the Workplace
- The Art of Dining Solo
- How to Act at Company Functions
- Durable Skill: Resilience Lesson
- Durable Skill: Critical Thinking Lesson
- Embracing Opportunity Part 2 Wrap Up

Showing Up

Course Details:

- Showing Up Introduction
- 90 Days and Beyond
- Building a Strong Brand at Work
- Confirmation Bias
- Performance Management
- Setting Professional Boundaries
- Project Management Best Practices
- Self-management When Taking On More Work
- High Growth Value Projects
- The People-Centric Nature of Work
- Sense of Urgency
- Understanding Agreement vs. Alignment in the Workplace
- Higher Stakes Emails
- Don't Be Afraid to Ask for Help
- The Importance of Community
- Different Types of Performance
- Succession Planning
- Performance Improvement Plans (PIP)
- Durable Skill: Public Speaking Lesson
- Durable Skill: Presentations Lesson
- Showing Up Wrap Up

PDF Downloadable Resources:

- Scripts & Email Templates Performance Management
- Scripts for Setting Boundaries & Advocating for Yourself
- Email Templates for Follow-up & Project Updates
- Scripts for Performance Improvement Plans
- Public Speaking (Extend Your Learning)
- Presentations (Extend Your Learning)

© Durable Minds Everboarding 2024

ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

Reflection

Course Details:

- Reflection Introduction
- Self Assessment: How Are You Feeling in Your Current Role?
- Positive Feedback
- Navigating Negative Feedback
- Receiving Constructive Feedback
- Giving Your Manager Feedback
- Durable Skill: Curiosity Lesson
- Durable Skill: Constructive Feedback Lesson
- Reflection Wrap Up

PDF Downloadable Resources:

- Scripts for Giving Feedback
- Scripts for Receiving Feedback
- Curiosity (Extend Your Learning)
- Constructive Feedback (Extend Your Learning)

Gauging Commitment

Course Details:

- Gauging Commitment Introduction
- Elevating Your Skills at Work
- Resignations
- When Your Company Politely Asks You To Leave...
- Getting Fired
- Durable Skills: Personal Integrity Lesson
- Durable Skill: Accountability Lesson
- Gauging Commitments Wrap Up

PDF Downloadable Resources:

- Elevating Your Skills (Extend Your Learning)
- Resignation Scripts & Templates
- Layoffs, Furloughs, & Getting Fired Scripts
- Personal Integrity (Extend Your Learning)
- Accountability (Extend Your Learning)

Every Ending Is A New Beginning

Course Details:

- Thank You from Durable Minds Everboarding (DME)!

© Durable Minds Everboarding 2024

ONBOARD YOURSELF COURSE RESOURCE

ONBOARD YOURSELF COURSE

DurableME Character Development Program

Reflection Character Cards

- **Self-Awareness: Managing Yourself.**
  - Authenticity
  - Humility
  - Self-awareness
- **Reason: Making the right decisions.**
  - Curiosity
  - Decision-making
  - Deliberation
  - Judgment
- **Justice: Giving to each other what is due.**
  - Ethics
  - Fairness
  - Integrity
- **Fortitude: Strength in the face of adversity.**
  - Courage
  - Patience
  - Endurance
  - Resilience
- **Self-Regulation: Maintaining serenity of spirit.**
  - Balance
  - Discipline
  - Self-regulation
- **Collaboration: Working with and for others.**
  - Advocacy
  - Leadership
  - Partnership
  - Service
- **Practical Wisdom: Knowledge of the particulars.**
  - Ambition
  - Empathy
  - Experience

PDF Downloadable Resources:

- DurableME Companion Workbook

Monthly DME Webinar

Course Details:

- Monthly 1-hour Live Webinar with the Founders of DME diving deeper into topics from the Onboard Yourself Course curriculum!

© Durable Minds Everboarding 2024