



**WRK/360**



# Re-onboarding **Plan**

TRANSITION  
WORKSHEET





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## RE-ONBOARDING PLAN

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Let's face it, getting ready to go back to work comes with a rollercoaster of emotions. From separation anxiety, to having to plan more things in advance, not sleeping enough...and the list goes on! That is why having a simple but effective re-onboarding plan will reduce your anxiety or stress caused by this transition.

Here is a checklist to help with re-onboarding success:

	<b>Activity (modify or add others that are relevant to your position)</b>	<b>Y/N</b>
1	Communicate your return date: send an email reminding everyone you are back to work on a certain day.	
2	Have blocked time on schedule for reconnection with your manager, team, peers and mentors.	
3	Create a list of items you would like to discuss in the meeting.	
4	Schedule meetings with key stakeholders including main clients.	
5	Recognize the work of people that have helped you during your transition.	
6	Send email to key stakeholders about your new set expectations on communications.	



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(cont'd.)

	<b>Activity (modify or add others that are relevant to your position)</b>	<b>Y/N</b>
7	Set up regular meetings for the first few months with team members.	
8	Set a 30 - 60 - 90 day outline for goals, discuss this with your manager and reconnect with your manager to check-in at each of these milestones.	
9	Set up time to connect with another parent at work and if your company has a Parent Employee Resource Group, join it!	
10	Double check with HR about all benefits regarding new parents and inquire about parent resource groups	