Designing New Hire Workflows

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New Founder School

Let's first do a quick check-in

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"Talent wins games, but teamwork and intelligence win championships."

- Michael Jordan

Agenda today!

This is what we will cover today:

→ Ideal Scenario for your business.

→ Finding the right person.

→ Do VS Delegate: 6 step process

→ Setting process of work

→ Legal and protection

Write about these scenarios:

1. If you could hire one person right now in your team that would 10X your speed and results, what exactly would they be doing? What are their skillsets?
2. What type of team does your business need to grow faster? What is each person on that team doing? Are they meeting in person or remote? Does this teamwork full time or not?
3. What do you think you need to do to train your team with your processes, and quality and ensure that they bring their strengths to your business?

Positions to hire:

You build the team one person at a time so you need to be clear who exactly you need.

| Contractor/full time | Tech/non-Tech | Co-founder/employee |

Do VS Delegate

- Define the task
- Why is this task important?
- Create Tutorials
- Designing frequency of the task.
- Tools to do it
- Definition of done.

Define the task:

- Sharing exact action items.
- Share any links of previously done tasks to use as templates.
- Add any previous research done on the task so you are NOT starting from 0.

Why this task?

- What is the goal of the task?
- How does this improve the performance and growth of the company?
- How does it bring the business closer to its vision?

Create tutorials:

- Think as if you were on a call guiding someone without any screens on how to do the task.
- Think about the tiniest details that your new hire will need.
- Anticipate their questions and put them in this manual.

Frequency:

- How often does this task need to be done?
- Put that in the manual.
- Are there any follow-up actions to see the impact of the task done?

Tools:

- Slack/Discord
- Notion/Google Drive
- Voxer/What's app
- Asana/Clickup/Trello/Airtable

Definition of done

- When is the task done?
- Social media: POSTED on FEED? OR
  - After the post communicating with the community.
- Building a website: When the website goes live? OR
  - Once it si test for 4 weeks for all the flows?

Project Management 101

How can we help them succeed?

GOALS

Clear action items every week for the first 12 weeks to set routines and habits.
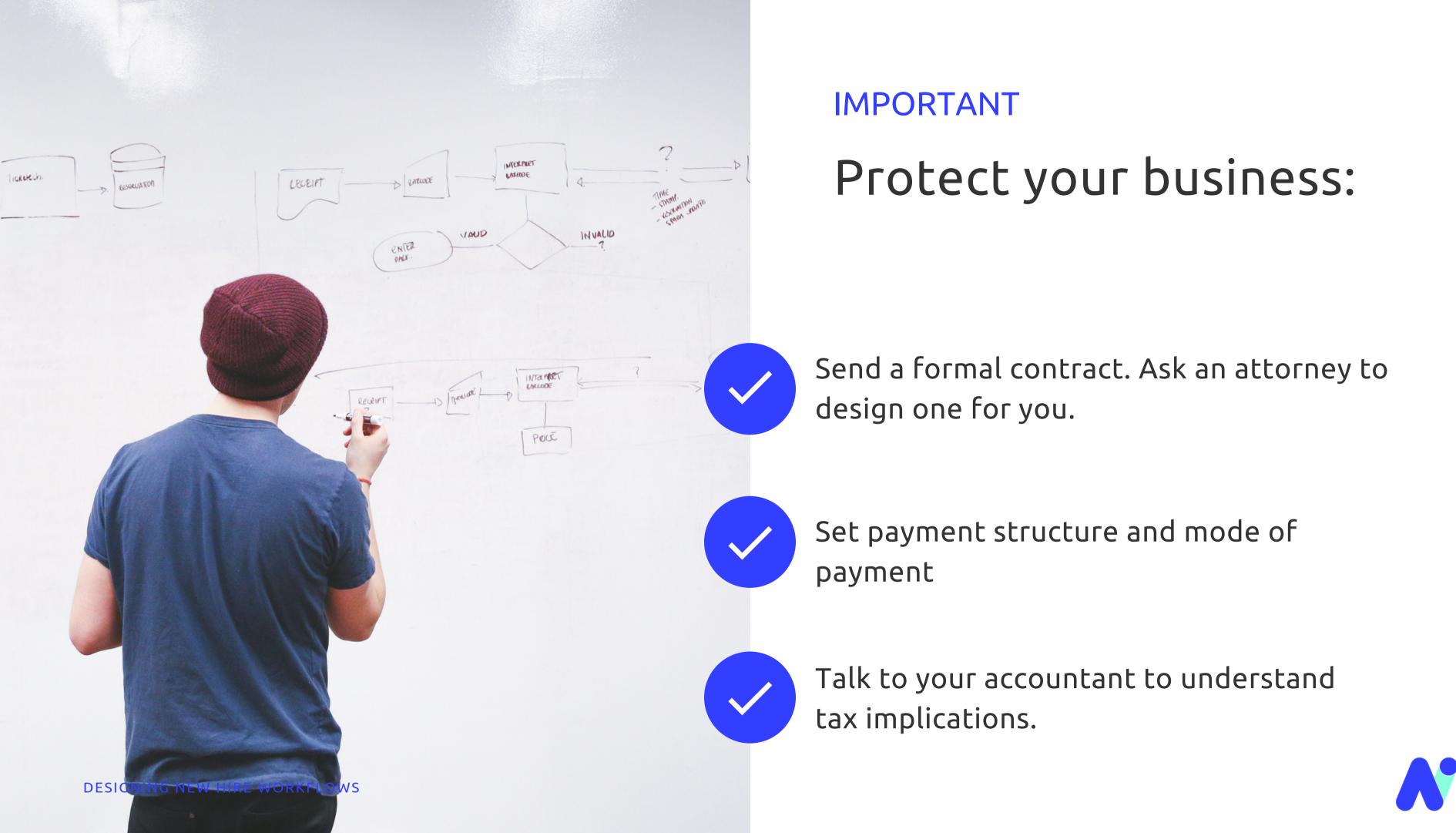
CHECK-IN

Bi-monthly, monthly, daily check-in? How long? What is the standard agenda? Which platform?

STEPS TO COMPLETE THE TASK

Use airtable for this.

IMPORTANT

Protect your business:

✓ Send a formal contract. Ask an attorney to design one for you.

✓ Set payment structure and mode of payment

✓ Talk to your accountant to understand tax implications.

DESIGNING NEW HIRE WORKFLOWS

Any questions?