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**Master : SOP- Team Member Training & Ongoing - Systems Vault**

**PREREQUISITES**

[Teamwork PM](http://sarahnoked.com/teamwork)

[Master: Staff Manual  For Employees and Subcontractors- Systems Vault](https://docs.google.com/document/u/0/d/1n0ZGvP7bJPbXVlHwuYyA3sRjjanfMKjUYt_PHnkZ1wU/edit)

[Master: Team Training- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1rSRJUxVPAJILARhRd2hkTxN1xBhpdGTTdBfwxL3RT04/edit)

[Master: Team Member Details- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/18Z8RMlT9UFzxmhKZOqucHuIaKXHb4hNYR_VU0e2RLxE/edit)

[Master: The 8 Agreements of Accountability- Systems Vault](https://docs.google.com/document/u/0/d/1dy86Rzdd1K6sRNdwQzRhOe2yN3X9aY4jLgrWW1BRcPw/edit)

[Master: SOP- Staff Leave- Systems Vault](https://docs.google.com/document/u/0/d/1YPqCJZGbZCYOSZIuZasErqMDSNA0Z3S2gq1Iib8w-20/edit)

[Master: SOP- Standard Operating Procedures-Systems Vault](https://docs.google.com/document/d/1P8URSBV8z47y77ZGJGUbzm-qVnItlp-NJmbVZygxfIM/edit?usp=sharing)  
[SOP- Tracking Time- Systems Vault](https://docs.google.com/document/u/0/d/1JZqcBQifu1kUYV-_h9XcTnpa0jqwbGd6dZvs-kKMZYA/edit)

SOP- Password Sharing- Systems Vault

[SOP- Real Time Team Communication- Systems Vault](https://docs.google.com/document/u/0/d/18zD7Z9UDCvzUaXf7b3CyYiTVk6KihAe8Fv-35HLzKCc/edit)

[SOP- Project & Task Management- Systems Vault](https://docs.google.com/document/u/0/d/1c7REsC8MsWBBDmtKR6bpULsGVNPt-JGtC7Xwjx9xThg/edit)

[SOP- BOD/EOD Reporting- Systems Vault](https://docs.google.com/document/u/0/d/1D1XVRY1S9TtENTw2pLSjdbHuQXptsuNsBkrhi_J_-Mw/edit)

**PURPOSE**

To swiftly bring on new team members, make sure they are brought up to speed quickly with our SOPs, Policies, Procedures and company culture.

**POLICY**

All team members are expected to review all training SOPs and mark complete here: [SN Master: Team Training](https://docs.google.com/spreadsheets/d/11SyszuNhi-ZSEwZMi-ReaTl5EujIGSGHG40ToW0IBD8/edit?usp=sharing) so they thoroughly understand the core SOPs that every team member must be proficient in.

A task list template is set up in Teamwork PM

Team Member details are listed here: [SN Master: Team Member Details](https://docs.google.com/spreadsheets/d/10HAXjUzygECmtxcBc6MHcbay3onQrcqSJWuBqAlKPdI/edit?usp=sharing)

**PARTY**

Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Introductions and Review [SN Master: Staff Manual  For Employees and Subcontractors](https://docs.google.com/document/d/14_oEER68CBze-PqovoTveMbJ4Z6Ylv1OgZjYtm8ksjA/edit?usp=sharing) and [SN Master: The 8 Agreements of Accountability](https://docs.google.com/document/d/1v0ovjWGLBIv46HUwEuZwQdNSHuKTixXG1qjTFTZil3M/edit?usp=sharing)

Part 2: Review the Organizational Hierarchy

Part 3: Review Master SOPs and sub SOPs in Training Folders

Part 4: Review the Relevant Tasks and SOPs (Specific to New Team Member)

Part 5: Discuss our Marketing and Growth Plans

**PROCEDURE**

**Part 1: Introductions and Review Staff Manual**

1. Discuss in detail the business model and why we are passionate about OBMing.
2. Review [Master: Staff Manual  For Employees and Subcontractors- Systems Vault](https://docs.google.com/document/u/0/d/1n0ZGvP7bJPbXVlHwuYyA3sRjjanfMKjUYt_PHnkZ1wU/edit)
3. Review [Master: The 8 Agreements of Accountability- Systems Vault](https://docs.google.com/document/u/0/d/1dy86Rzdd1K6sRNdwQzRhOe2yN3X9aY4jLgrWW1BRcPw/edit)
4. Take time to answer any questions/concerns the new team member has.

**Part 2: Review the Organizational Hierarchy**

1. Discuss Team Hierarchy and who reports to who

**Part 3: Review all Training SOPs**

1. Review all Training SOPs: [Master: Team Training- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1rSRJUxVPAJILARhRd2hkTxN1xBhpdGTTdBfwxL3RT04/edit)

**Part 4: Review the Org Chart**

1. Access the latest version of the org chart in Lucidchart
2. Share access with the team member
3. Review the chart and explain to them the roles and dynamics
4. Note to them that in SOPs property & party are noted based on the roles in the org chart and remind them that they should reference back to the chart if they have any questions

**Part 4: Review the Relevant Tasks and SOPs (Specific to New Team Member)**

1. Highlight what the new team member will be responsible for and answer any questions or concerns here.

**Part 5: Discuss our Marketing and Growth Plans**

1. Hit on key points surrounding our growth and strategic plans for the next year

* The Confident OBM Community
* Our Blog
* Our Promotional SOP
* Our funnels and how people get to know us
* Our Client Avatars

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**