



WORKBOOK

1. Welcome

By Ilonka Malan

1 Before We Start



We are excited to have you on board! To ensure a smooth transition, we have created a comprehensive onboarding programme just for you. It's designed to provide a convenient and engaging learning experience, familiarising you with WhitewaterTx and our ways of work.

During the programme, you will join a cohort of fellow IEs, forming a supportive community for connecting, sharing experiences, and learning together. Additionally, you will have a dedicated mentor to guide you and provide valuable insights.

Our onboarding experience on Gnowbe follows a micro-learning approach, allowing you to learn in the flow of work. You can engage with short, flexible modules at your own pace, seamlessly integrating learning into your daily tasks. Accessible from any device, our learning application offers convenient access anytime, anywhere.

Before we proceed, select the sessions below to begin your learning journey and experience the benefits of learning in the flow of work on Gnowbe.

1.1 “The more that you read, the more things you will know. The more that you learn, the more places you’ll go.” quote

— Dr. Seuss

1.2 Sessions read

Ilonka, as you journey through the programme you will notice that the content moves quickly from knowledge into thinking and application.

Tap on the "**Sessions**" to view the list of sessions in a programme.

It takes between 10 – 15 minutes to complete each session.

You can start and stop a session at any time and rest in the knowledge that your progress (and answers) are saved automatically.

1.3 Learn together read

The "**Group**" function allows you to view and interact with other users' posts and insights.

If you have any questions or insights about the programme, you can also click on "**Group**" to post them. The "**Group**" button is found at the bottom of your screen if you are using a phone, and is on the top left of the screen if you are on your laptop.

1.4 Chat with your peers do

You can also find out who is on this learning journey with you by clicking the icon on the top right corner when you are in "**Group**". You might find some familiar names and faces.

Once you find someone that you would like to talk to, click on the profile to start chatting.

1.5 Share to your group do

In this program, you have the option to save and share:

- Notes
- Pictures
- Videos

We encourage you to "*share to group*" as much as possible as knowledge is amplified as you share it.

How to share?

After finishing an assigned action, click on the *share* button. Do not worry, you can always go back to your answer to tweak it, share or un-share at a later time!

Be kind and supportive to fellow users, and show your appreciation when you like something shared by others. You can also share feedback, answer questions, give advice... the possibilities are endless!

Your turn ...

Complete the sentences below and *tap on share to **Group** so others on this journey can learn from you!*

1.6 Lost on the Gnowbe web 🧭 read

Ilonka, have you ever felt lost and alone?

Well, on Gnowbe Web, you won't. Help is on the way!

"**Help**" is in the lower bottom right corner. Click on it to report any bugs in the program or discover the answer to your questions using our **Zendesk articles!**

1.7 WhitewaterTx checkpoint 📍 read

For you to experience greater gratification in learning, you are required to complete various WhitewaterTx checkpoints. The purpose of these checkpoints is to engage you in the learning process and enhance your knowledge and skill.

1.8 Let's start to collaborate 📷 snap

Ilonka, you are not alone on this learning journey. You are joined by a global community of International Experts to collaborate with and share knowledge, experiences, and ideas.

Your turn ...

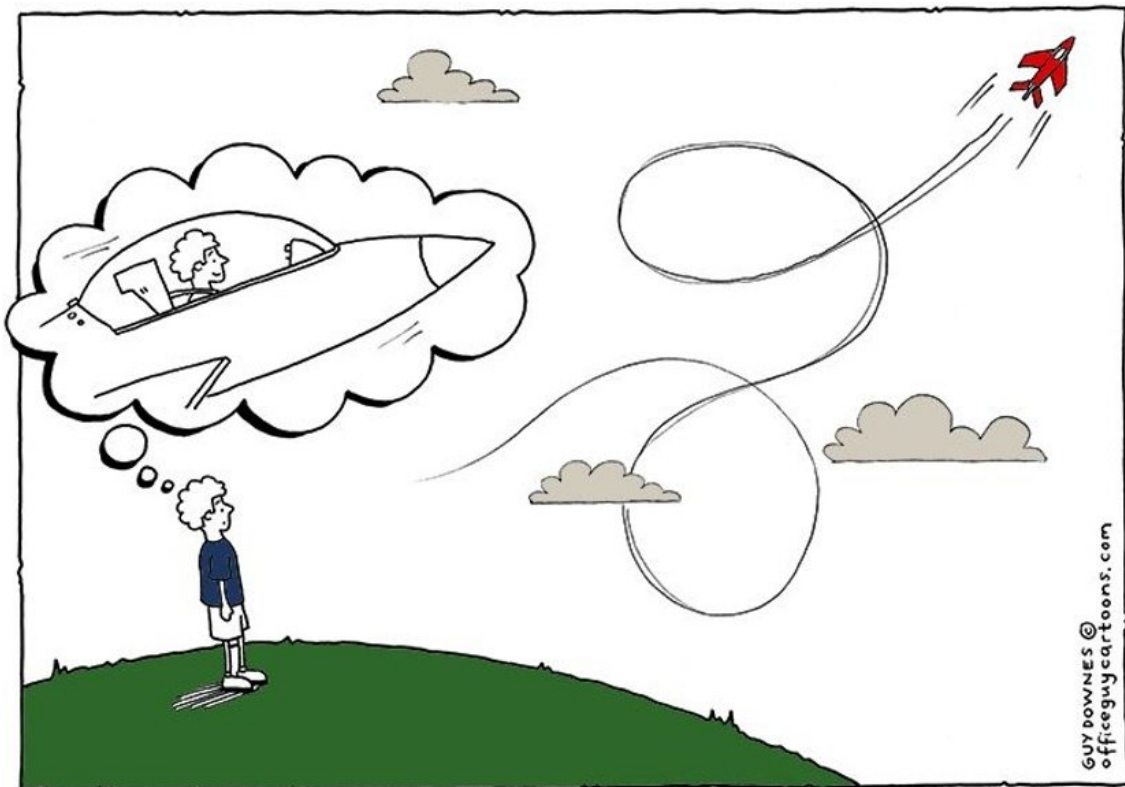
Create a short video or take a photo and share:

- Your name and surname.
- Your area of expertise and relevant industry experience.

- What attracted you to WhitewaterTx.
- A fun fact about yourself.

Upload the video or picture that showcases who you are in the space provided. When you are done, reach out to other participants through the share to group. Watch their video, listen to their audio, or read their introduction, and then comment on their submission.

2 WhitewaterTx Onboarding



During the programme, you will immerse yourself in our culture, values, and processes. Building connections with peers, both within and outside your cohort, is an important part of the journey. Collaboration and support are key to your success and ours.

Rest assured, our team of mentors, and cohort members are committed to supporting you throughout the onboarding process. They will ensure your experience is productive and tailored to your needs.

Welcome to our organisation and your cohort! We are excited to have you on board, and we cannot wait to see the impact you will make. Get ready for an incredible learning adventure as we make a difference together!

2.1 Onboarding timeline view

<https://my.visme.co/view/y4zevvgz-ne12mekv1xgwI79x>

2.2 Cohort learning do

As you continue your onboarding journey, the next step is to engage in further cohort-based learning before directly engaging with clients.

To solidify your understanding and gain diverse perspectives, it is important to actively participate in ongoing cohort discussions, activities, and collaborative projects. This will enhance your abilities and prepare you with confidence for client engagements.

Let's look at the steps below to continue your cohort learning.

2.3 Your Mentor do

As you embark on your journey with WhitewaterTx, we have paired you with a dedicated mentor to ensure a seamless transition and maximised growth.



2.4 Your mentor is the compass in the journey, offering guidance, direction, and lighting the path for those finding their way. te by a wise man. quote

2.5 Your role in the Mentor partnership read

Ilonka, while your mentor is here to guide and support, the richness of this relationship depends on open communication. We encourage you to:

Ask questions, no matter how trivial they may seem.

- Share your aspirations, concerns, and feedback.
- Be proactive in seeking guidance and taking the initiative in your learning journey.



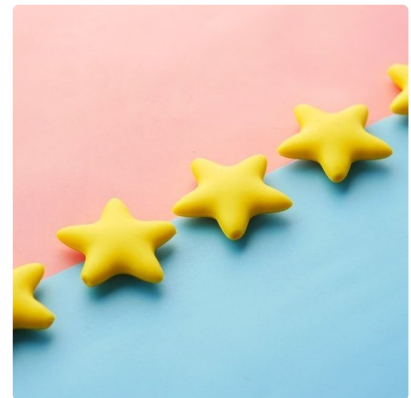
Remember, your mentor is invested in your success. They have walked the path you are embarking on and are eager to ensure your experience at WhitewaterTx is both enriching and fulfilling.

Here's to the start of a transformative journey together!

2.6 Like a compass directing an explorer across uncharted maps, a mentor steers the mentee through their WhitewaterTx journey, illuminating new territories and experiences awaiting discovery. [quote](#)

2.7 Reflection feedback and next steps [read](#)

Ilonka, as we conclude our welcome session, take a moment to reflect on the transformative journey ahead. Beginning with the cohort connection session scheduled for **14 September 2023**, you will immerse yourself deeply in our organisation's culture, values, and processes. Building robust connections with peers, both from your cohort and beyond, will be instrumental. Remember, collaboration and mutual support are pillars of our collective success.



You are not alone in this journey. Our dedicated mentors, and fellow cohort members are ready and equipped to assist and ensure your onboarding experience is both enriching and tailored to your individual needs.

Thank You for Your Feedback [extra](#)

You have given your input, and we are all ears. Eagerly awaiting our first cohort connection session together!

About 1. Welcome

Welcome Ilonka

Thank you for joining our Whitewater Tx's Onboarding programme. We take pride in setting the standards for successful transformation and are committed to building better organisations.

The purpose of this programme is to acquaint you with the WhitewaterTx way of work, methodology and our approach. To ensure a standard of excellence, we need to create a

common language to communicate with our clients, each other, across languages and different time zones.

Before you start, you are welcome to jump into Gnowbe's "**Log In And Terms**" first to learn how to navigate this awesome Platform! *(be sure you come back to the Whitewater Tx Onboarding program afterwards!)*

We look forward to going through this experience with you.

About Ilonka Malan

Ilonka is a qualified Human Resource Development Practitioner, specialised in the field of Instructional Design, learning experience, and content creation. With extensive experience in leading the learning design process from analysis to implementation (ADDIE) for multiple, simultaneous group-wide projects and led the execution of Onboarding and Leadership Academy programmes.



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