

First 3-6 months with your Virtual *Angels*



1st Week

Rhythm

The first week is all about getting into a rhythm with your Angels and making sure we haven't missed a beat!

- Regular daily catch-ups
- Build rapport
- Reviewing their first few tasks
- Discuss wins, challenges & learnings
- Provide feedback & recommendations



End of 1st Month

Confidence Building

Once you've set the foundations of how you and your Angel can work harmoniously together, build their confidence in your 1st Month Check-in

- Gather & provide feedback
- Outline key areas of responsibilities
- Define the goals (both professional & personal) to understand their motivations
- Reinforce their confidence with their role & how they're contributing



End of 3rd Month

Layering

By this period your Angel is working well with the primary assigned tasks which makes it the ideal time to layer on new and more complex tasks

- What other items you have on your plate that you could pass off?
- Consider the Genius Zone Approach
- Work through the 5 levels of delegation as you increase your
- Angel's scope of work
- Review the goals set at 1st Month as part of your 3 month review

1st Day

Orientation

YAY it's time to welcome your Angel to the team and conduct an Orientation Call covering the following:

- Your company, values, business & organisation structure
- Their role & growth plan
- Your expectations & standards
- Clarify processes, protocols & check-in rhythm (daily/weekly calls)
- Confirm log-ins & tech set-up
- Assign first tasks/functions they're responsible for



2nd Week

Connection

It's now time to really connect and immerse your Angel into your company

- Reinforcing Company Culture and Values through your actions
- Continue to observe and guide
- Continue daily check-ins
- Connect on a personal level to build loyalty and trust



End of 2nd Month

Cultivate

By now your Angel should be able to do their tasks proficiently. This month is now about expanding their workload and adding it into their regular routine

- Outline upcoming key areas of responsibilities
- Gather & provide feedback
- Implement the 4 Q's Pulse Meeting to build rapport



End of 6th Month

Spread those wings!

Your Angel is officially ready to spread their wings and evolve from Task Do-er to Decision Maker!

It's time to start experiencing real freedom through levelling up your Angel to make decisions for you.

- Shift small decisions to your Angel so they can start to think, assess and make decisions just like you!
- Delegate smaller, low risk and low impact decisions to your Angel



Book Free Discovery Call



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