

Onboarding: Best practices checklist.



Pre-launch

Choose virtual care ambassadors(s).

- Select ambassadors that will act as virtual care promoters and resource people for your employees.

Tip: Try to choose people who understand the merits and functionality of the product and are excited about effectively communicating these benefits while acting as the central resource for help and information internally.

Inform employees about the program.

- Send the 'coming soon email' to your employees
- Schedule information sessions
- Make information, including any handouts, available to employees via the HR portal

Launch

Raise awareness.

- Print postcards and distribute to all employees
- Upload digital assets to internal digital communication portals
- Print and hang posters on employee communication boards and in high traffic areas

Post-launch

Continue to raise awareness throughout your organization.

- Supplement activation emails with Akira newsletters (latest newsletter and email template will be available to download on the toolkit page)
- Refresh digital assets and available posters

Have questions? Contact us at akirahelp@telus.com