

# Onboarding Support Structures

See below for guidance on how to leverage the different supports you have in place as you onboard as a DECA advisor in your first 3 months and beyond.

NEW ADVISOR BUDDY (0-3 months)	OUT-OF-STATE CONNECTION (0-3 months)	MENTOR (0-3 months)	Professional Development Coach (3 months and beyond)
<b>FOCUS: ONBOARDING SUPPORT</b>		<b>FOCUS: ONGOING PROFESSIONAL DEVELOPMENT</b>	
<i>This person became an advisor last year; your go-to-person for any new to DECA questions.</i>	<i>This connection provides the opportunity to connect with those in another state.</i>	<i>Ensure New Advisors have a successful first 90 days.</i>	<i>Provides support in identifying goals, setting a plan to realize those goals, and monitoring progress.</i>
<p><b>Suggested Cadence of Meetings</b> Calls 1-2 x per month or as needed + informal Slack communications</p> <ol style="list-style-type: none"> <li>1. CM to schedule first meeting</li> <li>2. New Advisor + Buddy to discuss the right cadence of calls and set calendar invites</li> <li>3. Schedule final call at the end of the New Advisor's first 3 months</li> </ol>	<p><b>Suggested Cadence of Meetings</b> Calls 1-2 x per month or as needed + Informal email communications</p> <ol style="list-style-type: none"> <li>1. CM to schedule first meeting</li> <li>2. New Advisor + Buddy to discuss the right cadence of calls and set calendar invites</li> <li>3. Schedule final call at the end of the New Advisor's first 3 months</li> </ol>	<p><b>Suggested Cadence of Meetings</b> Calls 2 x per month</p> <ol style="list-style-type: none"> <li>1. CM to schedule first meeting</li> <li>2. Mentor to send calendar invites for all following meetings</li> <li>3. CM to confirm PDA assignment and facilitate transition</li> </ol>	<p><b>Suggested Cadence of Meetings</b> Discuss with PDC Mix of 1-1 + PDC group meetings</p> <ol style="list-style-type: none"> <li>1. CM to make initial introduction via email</li> <li>2. PDC and New Advisor to set initial meeting</li> </ol>
<p><b>Suggested Topics</b></p> <ul style="list-style-type: none"> <li>• Get to know each other!</li> <li>• Travel Hacks + Expenses</li> <li>• State Regulations and Norms</li> <li>• Who's who at DECA Inc?</li> <li>• Tech tips + Guide to DECA Tools</li> <li>• Communication Norms</li> </ul>	<p><b>Suggested Topics</b></p> <ul style="list-style-type: none"> <li>• Get to know each other!</li> <li>• Provide insight into ideas and challenges in different states + make connections as needed!</li> <li>• Different perspectives on projects <i>(because you're in different associations you are likely working on different projects)</i></li> </ul>	<p><b>Suggested Topics</b></p> <p>See Mentor Check In doc for guidance</p> <ul style="list-style-type: none"> <li>• Goals + Interests</li> <li>• Project Check-In + Delivery</li> <li>• Balanced Scorecard + Competencies</li> <li>• Advisor Playbook</li> </ul>	<p><b>Suggested Topics</b></p> <ul style="list-style-type: none"> <li>• <a href="#">See overview doc for guidance</a></li> <li>• Short and long term goals</li> <li>• Balanced Scorecard + Chapter Competencies</li> <li>• Advisor Playbook</li> <li>• Personal growth + development</li> </ul>
<p><b>What's Next?</b></p> <ul style="list-style-type: none"> <li>• Set up a final call at the end of your first 3 months to share reflections</li> <li>• Your relationship does not end here! The goal of creating these connections is to form tighter bonds with individuals you may have otherwise not had an opportunity to do so with. Hopefully you find ways to support each other (through Slack, text, or any other means of communication!)</li> </ul>		<p><b>What's Next?</b></p> <ul style="list-style-type: none"> <li>• In month 3 discussions will begin about a transition to a PDC.</li> <li>• Determine if and how you would like your relationship to continue (more informal check ins - scheduled or as needed, through projects, etc.)</li> </ul>	<p><b>What's Next?</b></p> <ul style="list-style-type: none"> <li>• PDC Assignments are intended to be adaptive to needs. Quarterly pulse checks will be sent out to determine if any changes in assignments are needed! Recommended life cycle for a PDC relationship is around 18 months.</li> </ul>
<p><b>LEARNING COMMUNITY</b> (Ongoing)</p>			

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## FOCUS: ONGOING PROFESSIONAL DEVELOPMENT

Groups of 3-5 DI team members (APs, SDPs, DPs) that meet on a regular basis to enhance each team member's personal and professional growth. One advisor call per month will be dedicated as "learning community" time. Learning communities are welcome to schedule additional time outside of these calls, particularly if schedules do not permit members to make the designated Friday time. More info here: [Learning Communities](#).

The learning community is rooted in our values:

- *Invest in Each Other* - Learning communities provide space for members to share and develop goals.
- *Bring Joy to Work* - Learning communities deepen personal relationships among team members.
- *Never Stop Learning* - Learning communities encourage knowledge sharing and ongoing reflection.
- *Celebrate Success* - Learning communities delight in the achievements and happiness of their members.
- *Innovate and Iterate* - Learning communities encourage each other to push limits.

### Learning & Development Coordinator

*Supports the creation of your learning opportunities for your first 6 months.*

- Organizes Learning Opportunities for the first 6 months
- Leads mentor program
- Oversees 90-day and 180-day reflection process
- Develops Balanced Scorecard and Competencies

### Association (State) Advisor

*Serves as communications link for team and keeps a pulse on team needs.*

- Keep pulse on team workload balance, morale, and needs
- Manages advisor [feedback process](#)
- Approves all chapter expenses
- Supports onboarding process