



Getting Started Checklist

Please use the Getting Started Checklist to track against a successful onboarding and seamless launch of your Brand Leadership Institute (BLI) cohort.

1. Administrative Actions (Program Kick-Off)

- Identify Executive Business Sponsor
- Review Partnership Success Factors
- Schedule Project Kick-Off Meeting
- Confirm Open House Date
- Confirm Orientation Date
- Confirm Graduation Date
- Conduct a Tech Check

2. Participant Selection

- Promote the BLI Program Internally
- Hold Open House for Interested Participants
- Select Participants
- Notify Participants and Managers

3. Participant Enrollment

- Invite Participants, Managers and Sponsors to Orientation
- Invite Participants to register with The She-Suite Team
- Hold Orientation for Selected Participants, Managers, Company Executives & Champions

4. Manager Accountability and Onboarding

- Send Managers Communication Outlining Expectations
- Invite and Confirm Manager Participation in Orientation
- Confirm Manager Commitment to Supporting Direct Report

5. Data Analytics

- Complete the Client Survey
- Send Manager Pre-Assessment Request on Behalf of Executive Business Sponsor