



Sample Program Activities

As returners start, here are some activities that can help everyone get off to a great start.

Support	Objective	Timeframe
Cohort Welcome Event	Provide a warm welcome to returners, giving a peek inside company culture and introducing them to Executive Sponsors and Leaders. Could be in the form of a virtual lunch, coffee or happy hour. Goal is to educate returners on the company culture and show leadership commitment to the program and returner success.	1st week
Manager, Mentor, Buddy and Team Meet and Greet	Set up a time with the returner's team for the manager to informally introduce them and the work they will be doing. . Don't forget to show returners how/where they can connect with their team, if working remotely.	1st week
Introduction into Company Mission and Values	Provide a framework that helps illustrate the values clearly. If returners are being evaluated not only on tech skills but these soft-skills, time should be allocated to highlight them. One session may not be enough. You may choose to have smaller sessions throughout the program focused on one principle in more depth. Or, you may have some of the Executive Sponsors talk about principles in more detail on an ongoing basis.	1st week
HR and IT Onboarding	The usual HR and technical set-up for all new employees.	1st week
Introduction to Training Platforms	Cover any training and learning and development resources available to the returners, and those classes that will be assigned to them based on their roles (if applicable)	1st week
Team Kick-off	Introduction to manager and team with an overview of what the team's biggest projects and challenges are. Introduce the returner with a focus on the skills and experience they bring and the contributions the manager expects them to make. Get everyone on the team involved and invested in the success of the returners.	1st week



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Mentor and Buddy Introductions and Interactions	If this hasn't happened in the first week, be sure your returner is aware of their support system. It is equally important to ensure mentors and buddies understand their role and feel comfortable providing feedback. They should be meeting with their returners very regularly at a cadence that is pre-determined prior to returner start.	Ongoing
Technical Training	Schedule of any assigned training based on the returner's specific role, designed to ensure common groundwork and knowledge (if applicable).	1st-2nd weeks
Leadership or Speaker Series	Lunch, lecture or happy hour with leadership to further expose returners to company values, and to give visibility to the program and the talent participating for Intel execs. These sessions provide inspiration and can demonstrate the different career journeys available.	Ongoing, ideally 1x per month
Regular 1:1 with manager	Managers will work with returners to decide what cadence is appropriate but we recommend at least 1x per week. This provides repeated opportunities to clarify expectations, provide support, answer questions, set goals and measure progress. It's very important that any project work is clearly defined.	Ongoing
Company Events	Invite or have community buddies bring returners to meetings and events such as ERG or affinity group meetings, all-hands, etc. It could also be useful to do an introduction of each ERG to help returners get a better understanding of the rich culture within your organization.	Ongoing
Team Interactions	Social interactions meant to foster relationships (happy hour, game hour, etc.)	Ideally 1x per month at least
Individualized Training	Manager assigned technical training based on individual returnee performance and skill gaps, if any. Be sure to share any internal learning tools the returner can access if they are interested in developing any additional skills.	Ongoing



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Informal Office Hours and Returner Communication Channel	You might be interested in holding regular, informal office-hours so returners know they can check in with each other and you as the program progresses. You can also consider creating a returner communication channel via Slack, Teams or another communication platform your team uses.	Ongoing
Company-specific interactions	ERGs, events and affinity groups, all-hands, etc.	Ongoing
Final project presentation	If possible, it can be a rewarding capstone experience to have the returner give their presentation or present program highlights to the full team and other invested individuals (Executive Sponsors, etc.) at the end of the program. No matter what the conversion outcome is for an individual, you should strive to create a celebratory atmosphere that rewards the individual for completing a challenging, robust and intensive program.	Ideally 2-3 weeks before end of program
End of program celebration	The end of the program is an opportunity to celebrate your returners. All should feel celebrated and included, regardless of whether they are being converted or not.	End of program

