



CONVENE & CONNECT

Convening is the art of bringing the community (of practice) and relevant stakeholders together to connect members and engage them in meaningful conversations. The diversity of a community and a risk-free and inclusive environment help develop conversations and engage members.

Start small, create the conducive environment to convene and network people.

Proper community management to ensure diversity of views, prioritize equity for access to

opportunities and resource and where everyone feels they belong and can actively participate.

Diversified, equity and inclusiveness environment where there is diverse representation, fairness and everyone feel valued and heard.

Activities oriented to developing the practice – Workplace Buddy

WHAT

Workplace Buddy

A Workplace Buddy system is an on-boarding and knowledge sharing method used to orient new team members who may be a new employees or internal transferees. It involves assigning him or her to a workplace buddy. The workplace buddy is an existing employee who guides the new team members through the first few weeks or months on the job. It should include a formal documented process that outlines the buddies' responsibilities and what items they should cover over the first few weeks or months of employment.

WHY

A Workplace Buddy system ensures that your new team member has someone to talk to, which is important in the first few weeks of a new job. A formal buddy system also become an unstructured knowledge share for:

- The new team member to get up to speed in the new job
- The existing team to learn from the new team member's previous work experience (e.g. knowledge, tools, techniques, ideas and experience).

HOW

- **Identify the buddy.** Confirm that he or she is willing and able to play this role. When identifying the buddy, consider the current employees' qualities, physical location, availability and willingness to play this role. For example, do not assign the new

employee to a buddy who has a major deadline to meet and is unable to spare the time, or the most negative member of the team. The buddy should hold a job similar to the new team member and possess a good understanding of the work environment.

- **Run through the Buddy Checklist** with the buddy and highlight any additional expectations.
- **Encourage knowledge sharing.** The new team member arrives with a wealth of previous work experiences. Advise the buddy to take advantage of this opportunity to share and learn work knowledge. As the buddy explains the methods used in the team, he or she can make a point to ask how the team members managed the same processes in prior positions. New employees may not be open to sharing such information in a formal setting, such as a staff meeting, but are more likely to share over the buddy relationship.