

TRAINING GUIDE

Remote Team Onboarding

A practical starter guide for new distributed employees

What this guide covers

- First-week priorities
- Communication norms
- Security basics
- 30-day success plan

1. First-Week Priorities

Focus on access, context, relationships, and one early win.

- **Get access ready**

Confirm email, chat, project tools, shared drives, and required product accounts before taking on work.

- **Meet the key people**

Schedule short introductions with your manager, team partners, and the people you will work with most often.

- **Understand the current goals**

Read the latest team roadmap, active priorities, and key metrics so your first tasks connect to real business outcomes.

- **Ship one small win**

Complete one useful, low-risk task in the first week to learn the workflow and build confidence quickly.

2. Communication & Security

Simple habits that keep remote work clear and safe.

- **Use the right channel**

Use chat for quick coordination, project tools for decisions and ownership, and video calls when nuance matters.

- **Write for async work**

Include context, owner, due date, and expected outcome so teammates in other time zones can move without waiting.

- **Protect credentials**

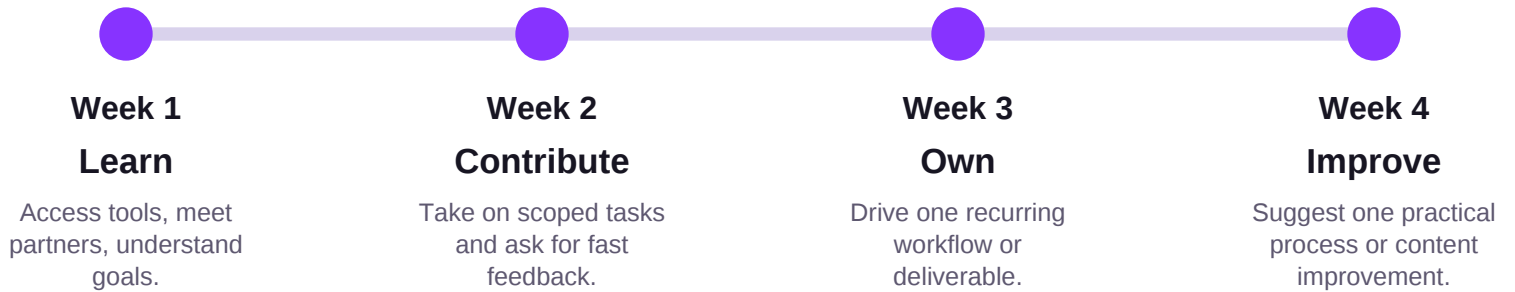
Use approved password tools, multi-factor authentication, and never share sensitive account details in public channels.

- **Handle files carefully**

Store work in approved shared locations and avoid copying confidential material to unmanaged personal devices.

3. Your 30-Day Success Plan

A simple progression from learning to ownership.



Success looks like:

You can explain the team goals, work independently on your core tasks, and know where to ask for help.