

KEEP YOUR BEST CARE PROFESSIONALS

BREAKAWAY PROFESSIONAL CAREGIVER ONBOARDING GUIDE



Instructions:

KEEP is the second element of the Breakaway framework designed to find and keep top talent. Use this checklist for each office hire to ensure they're the right fit for the role and your company culture. Print a new list for every hire and track milestones as they're completed. (Some steps require enrollment in the Breakaway 365 coaching program, which provides additional onboarding tools. **Application details are on the second page**)

WEEK 1-2: CARE FOUNDATION

KNOWLEDGE

- Complete "Caregiver Handbook" review
- Hands-on skills assessment and training
- Safety and emergency protocols training
- Mobile learning platform orientation

EMPOWERMENT

- Basic care skills certification (part of orientation)
- Introduction to decision-making frameworks
- Schedule first client shadow experience
- Set initial care quality goals

ENGAGEMENT

- Core4 Alignment session focusing on caregiving motivation (free download also available)
- Complete Guiding Truths statement using the Breakaway365 unique AI bot for your agency (**free on B365 website**)
- Begin "Client Impact Journal"
- Create personalized care approach plan

PARTNERSHIP

- Assignment of experienced caregiver mentor
- First KEEPing Communication Process session (**B365 program tool**)
- Introduction to care team
- Train on and sign care partnership agreement (Orientation)

WEEK 3-4: SKILLS INTEGRATION

KNOWLEDGE

- Specialized care technique training
- Complete required certifications
- Shadow experienced caregivers
- Begin case study discussions on examples when core values were amplified in the field

EMPOWERMENT

- Increase independent care responsibilities
- Start specialization track training
- Receive feedback on care approach

ENGAGEMENT

- First progress review using KEEPing Communication Process (**B365 program tool**)
- Document meaningful care moments
- Review alignment with personal care style

PARTNERSHIP

- Participate in care team huddle in the office (help them feel a part of the team...this also creates "reverse mentorship" opportunities)
- Build relationships with office support staff
- Join caregiver support group
- Regular mentor check-ins

BREAKAWAY 365

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WEEK 5-8: CARE EXCELLENCE

KNOWLEDGE

- Advanced care technique training
- Specialized condition-specific training
- Crisis management protocols
- Documentation best practices

ENGAGEMENT

- Monthly care quality review
- Lead client care planning session
- Review and adjust care goals

EMPOWERMENT

- Full client care responsibility
- Begin mentoring newer caregivers
- Develop personalized care techniques
- Contribute to care planning

PARTNERSHIP

- Build client family relationships
- Strengthen office team connections

WEEK 9-12: PROFESSIONAL GROWTH

KNOWLEDGE

- Complete advanced certifications
- Specialty care area mastery
- Create care best practices
- Final competency validation

ENGAGEMENT

- Final 90-day review
- Present care success stories
- Create long-term career plan
- Set continuing education goals

EMPOWERMENT

- Take on complex care situations
- Begin team lead responsibilities
- Propose care innovations
- Develop next quarter's goals

PARTNERSHIP

- Lead caregiver skill-sharing session
- Present at team meeting
- Establish ongoing mentoring relationship
- Create long-term development plan



If you find these guides helpful, the Breakaway 365 program offers even more onboarding tools, plus support and insights on how to leverage all assessments to attract, retain, and maximize top talent.

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CLICK THE LINK OR SCAN THE CODE TO APPLY!

[BREAKAWAY365.COM](https://breakaway365.com)

