

Onboarding Guide

Welcome to the team, Maria!



Here are a few notes and links for your first weeks at Liquid Democracy. Depending in which role you start, you will also get a lot more info and onboarding meetings as part of your role in the team. This is just an overview over the general steps.

Useful links and information

Your mentor

Your mentor will help you with all your questions concerning our internal processes and other topics for your first months. Your mentors are

- Rebekka Deuse (r.deuse@liqd.net) for the PR tasks
- and Carolin Klingsporn (c.klingsporn@liqd.net) for all questions regarding our general team and work structures.

E-Mail account

You need a Liquid E-Mail account to access most of our apps and internal wiki. In case you do not have one already, please contact our admin [Julian j.dehm@liqd.net](mailto:julian.j.dehm@liqd.net) or ask your mentor.

Team overview

In case you forget some names and faces, have a look at our about page and at the team overview in our wiki https://wiki.liqd.net/team_members

Beginner's guide

Liquid Democracy

There are a few tools and services we use to get communicate and organize ourselves. An overview and tips how to set them up can be found here: https://wiki.liqd.net/beginners_guide

Employee FAQ

For all standard employee processes like organizing your vacation or what to do when you are sick, please consult these FAQs: https://wiki.liqd.net/employee_faq

Meeting Overview

Since we use Scrum and have a focus on internal participation, we do have a few recurring meetings. Here is an overview over the meetings and their goals: https://wiki.liqd.net/meeting_overview

Corona Info/Hygiene Concept

Unfortunately, we are still living with a global pandemic. Please look at the rules and advice collected here carefully. Please also bear in mind, that these rules and regulations can be outdated. We normally discuss these topics in MMM. https://wiki.liqd.net/corona_virus_info

Introductory Meetings

Mittwochs Morning Meeting (MMM)

At your first MMM (see the Meeting overview for info on this meeting), Moritz normally asks you to introduce yourself to the others. It does not need to be a long introduction. You can just say a few words about what you do and what brought you to Liquid.

Introduction into Scrum

Withing your first four weeks you should get an introduction into the Scrum process and how it works at Liquid Democracy. Our Scrum Master, Kathi k.matzkeit@liqd.net , will schedule a meeting with you and give you an overview over the whole process and answer your questions.

Introduction to Liquid Democracy

The goal of this meeting is to better understand the concept of Liquid Democracy and the vision, mission and story of our organization. Our Managing Director Moritz m.ritter@liqd.net or one of the board members will schedule a meeting with you within your first four weeks. In the meantime, you can already have a look at our online learning space, Liquid Academy, especially at the text about the concept of Liquid Democracy <https://liqd.net/de/academy/vision-und-konzept-von-liquid-democracy/>

Introduction to Non-Violent Communication

In our internal communication, as well as in our projects, we are putting an emphasis on communicating in a healthy way. One important aspect of this, is being able to deal and talk about conflict in a productive way. Non-violent communication helps a lot as a method, so we want to give everyone a professional introduction. Since we are not such a fast-growing organization it can take a while until we can organize an intro workshop with an external coach. If you haven't received an intro within your first six months, please let Moritz m.ritter@liqd.net know.

