



**Manager  
Planning Guide**

# Manager Planning Guide

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Here you will find a quick start guide to help you plan your onboarding programme for your colleague. The needs and requirements will be different for each colleague, so these are just some things to consider. Think about how you want your colleague to feel. What do you want their experience to feel like? What do they need to know?

Welcoming a colleague will help you to create a great first impression, which will help them feel part of a team and settle in quicker. Please consider the points below and plan your introduction and offer a warm welcome to your colleague.

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## Tools to do their job:

- Have you ordered your colleague's equipment and uniform?
  - Have you requested your colleague's login details?
  - What key information does your colleague need to be shown, e.g. first aid, emergency exits, PPE?
  - Have you set up VPN access and shared arrangements?
  - How will you share working from home or lone working arrangements?
  - Does the colleague need to be aware of car parking or travel arrangements?
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## Plan to share the team structure:

- How will you share the team/trading group structure?
  - How will you introduce team members?
  - Have you assigned and briefed a buddy?
  - Who are the key contacts your colleague will need to meet or know about?
  - How can you arrange any meet and greets?
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## Prepare the story you want to share with your colleague, consider:

- Your team vision and plans now and in the future.
- What are your team's priorities?
- How their role fits in and contributes to the wider Society.
- What are your expectations of the colleague?
- What are your colleague's key responsibilities?

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## Share how you communicate:

- What communication channels do you use as a team?
  - How would you like your colleague to communicate with you?
  - How do they receive updates from your trading group?
  - How will they receive information about the Society?
  - What is your best practice for check-ins?
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## Housekeeping:

- Confirm your colleague's working hours, annual leave and pay.
- Confirm how to report if your colleague is sick, involved in an emergency, running late, etc.
- Is there any terminology that will help your colleague?
- Key updates for returning colleagues.
- Any upcoming events or key dates that you would like to share.