

## PRIOR TO FIRST DAY LINE MANAGER TO:

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- Contact you to introduce themselves and provide information about transport if needed, uniform policy or dress code
- We want you to feel at ease in your new role. Please take the time to discuss with your manager if you need any **reasonable adjustments**
- Invite you to a team meeting or walk around once pre-employment checks are complete.
- Maintain regular contact with you.
- Confirm 1<sup>st</sup> day arrival details, e.g. time and location.
- Organise a workspace (desk, phone if required).



## WHAT TO EXPECT ON DAY 1:

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- ID badge / IT / any systems / equipment ready to go and Line Manager to ensure you are added to circulation lists for Trust wide and local communications
- Introduce you to your team
- The local induction process now needs to be completed on Green Brain by the learner and signed off by the manager at each new checkpoint. The checklists will only be available and viewable on the dashboards for new starters within the checkpoint period of 20 weeks.
- Have an introduction to the [behaviour's framework](#)
- Your Line Manager will explain all about the department and the Trust including the [Trust values and strategy](#), and [staff benefits](#)
- Signpost you to the [Trust Policies & Procedures](#) on the intranet.

## ACTIVITIES ACROSS MONTH 1:

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- Participate in all Induction online courses
- Make progress made with Manager Essentials pathway learning if required to complete and you will be a people manager.
- [Click here](#) to access online learning platform login page.



## WEEK 2 ACTIVITIES:

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- You will attend induction meetings with additional/other team members
- Your Manager to set regular 1:1's and agree training needs.
- Your Manager may go through Optimize/ESR.
- Your Manager will discuss with you, [health and wellbeing](#) support.
- Your Manager will ensure access is provided on where to access [Green brain](#) and online learning content.



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## 10 WEEK PROBATION:

- In line with trust policy complete 1<sup>st</sup> probationary review meeting. [Probation Policy & Procedure](#).
- Review Map to Management Essential online learning (6 mandatory courses if a 'people manager').
- Review engage with HHFT Big Conversations.

## AROUND 12-15 WEEKS:

Your Line Manager may meet to discuss following and introduce:

- [Freedom to Speak Up Guardians](#)
- Additional [Education and Training Resources](#)
- Introduce [Manager's Bulletin](#) if people manager.
- Introduce [Leadership Circles](#) for people managers.

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## 20 WEEK REVIEW:

- In line with trust policy complete 2<sup>nd</sup> probationary review meeting. [Probation Policy & Procedure](#).
- Review Map to Management Essential online learning (6 mandatory courses if people manager).
- Learn more about the [Appraisal process resources](#).

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## PROBATION REVIEW MEETING:

- Complete final probationary review Meeting with your Line Manager – Celebrate Successful completion.
- Probation Successful letter to be sent to you.
- Review of previously discussed objectives.



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## YEAR 1:

- Complete 1<sup>st</sup> Appraisal using the [online form](#) available.
- Review your Career Development Plan if one has been created.



## ONGOING:

- Communicate openly and pro-actively with your Line Manager and team to build and maintain a great working relationship. This will help with engagement, motivation and wider team collaboration.

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“ WE HAVE A CULTURE THAT PLACES **PEOPLE** AT THE HEART OF ALL WE DO, WHERE WE ALL **BELONG**, AND WHERE LEARNING, IMPROVEMENT AND EXCELLENCE **THRIVE**. ”

HHFT  
CULTURAL AMBITION  
STATEMENT