****

**Management Induction Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** |  | | | |
| **Position:** |  | | | |
| **Department:** |  | | | |
| **Start Date:** |  | | | |
| **Manager:** |  | | | |
| This checklist is provided as a guideline. It is intended to support new Managers into Denbighshire County Council. Not everyone will need to work through all the items on the checklist and some services may also wish to add other items which they consider to be important. This checklist should be used in conjunction with the Management Induction Programme, New Starter website, E- Learning mandatory modules, Linc and the Denbighshire County Council website. | | | | |
| **Activity** | **Detail** | | | **Date** |
| Welcome | I was welcomed to the organisation by my manager.  My manager provided familiarisation with the location/parking/exits/toilets/lifts/desks and security door access (if applicable) etc. I was advised about tea and coffee facilities and food/canteen/kitchen facilities. | | |  |
| Structure of department | I was introduced to colleagues and was told of the department structure chart.  I have been formally introduced to my team.  I have checked my structure chart on iTrent People Manager to ensure it is accurate. | | |  |
| New Starter Website | I am aware and have accessed the dedicated New Starter Website [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/new-starters/new-starters.aspx&sa=U&ved=2ahUKEwj4ppC76MCCAxXxQaQEHaccCxYQFnoECAMQAQ&usg=AOvVaw11KzWvgpv_JuNCQe1P43H-) | | |  |
| Time & Attendance/  Holiday Flexi Time | I am aware of where the Vision Time machine/signing in sheets are located and how to use the system. I was made aware of my holiday entitlement, the process to request leave and approval mechanism.  I have also read and understood the Flexi Time (Vision Time) procedure on the Denbighshire website, which is important for when managing staff who use vision time [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/documents/hr-policies/my-employment/leave-and-attendance/flexi-time-vision-time-procedure.pdf&sa=U&ved=2ahUKEwih3JaP6cCCAxUZVaQEHU95ByEQFnoECAcQAg&usg=AOvVaw3Jzf2JRewcpcYi62yCiVAz) | | |  |
| Access to IT Equipment and other required systems/  software | I have access to the relevant IT equipment to conduct my role and received guidance on how to access email, shared files and where to save documents etc.  I am aware on how to use the phone and how to answer, referring to the Customer Service Standards on New Starter Website [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/new-starters/new-starters.aspx&sa=U&ved=2ahUKEwj4ppC76MCCAxXxQaQEHaccCxYQFnoECAMQAQ&usg=AOvVaw11KzWvgpv_JuNCQe1P43H-) and Linc.  I am aware of the Email system and the standards expected.  I have checked that I have access to the relevant email groups, i.e. Middle Managers email group (if applicable) and Managers/Supervisors email group. | | |  |
| Organisational Values | I am aware of what the organisational values and the Chief Executive’s 5 principles and how these relate to my role. See Denbighshire website for further details. | | |  |
| Corporate Plan and team goals and objectives | I am aware of what the Corporate Plan and know where the information on the Corporate Plan is located.  I understand what the team are working on and how this fits into the Corporate Plan.  I understand my role as a manager and how this relates to the Corporate Plan. | | |  |
| iTrent Self-Serve  System | I am aware of iTrent system and have been shown how to access, Including how to change details, book training etc.  (Guide on Employee Development pages on the website) | | |  |
| Attendance at Work Procedure | My manager gave me the relevant number to contact them on should I need to.  I am aware of the Attendance at Work Procedure and the processes I am required to follow and also understand how this is to be managed within my team. | | |  |
| Health and Safety | I have received H&S Induction guide and know where to locate H&S information.  I am familiar with:   * Fire procedures for work area * First Aid provision * Accident / incident reporting an incident via online system * Reporting of incidents Inc. verbal abuse, use of Staff Protection Register and Unacceptable Customer Behaviour Policy * Desk assessment and safe working guidelines, reference in Guide * Specific safe practices for job function, and specific protective clothing * No smoking Procedure | | |  |
| Immediate Work Activities | I have an initial plan of work for the first two weeks, the plan includes time to complete the relevant Induction and Management Induction modules, meetings with appropriate colleagues from my team and other key contacts etc. | | |  |
| Welsh Language Standards | I am aware of the Welsh Language standards in terms of any communication correspondence of the council. Further details can be found on the Denbighshire website. | | |  |
| Policies and Procedures | I am aware and understand all the policies & procedures pertinent to my role. I am aware where these are located online or on paper. Key Policies & Procedures include:   * Disciplinary Policy * Grievance Procedure * Employee Handbook * Health & Safety Policy * Code of Conduct * Attendance at Work * Capability Procedure * ICT Information & Security Policy * Equalities Policy * Social Media Policy * Financial Regulations * Agile Working Policy   (Note: there may be more that may be relevant to your role or department) | | |  |
| The Council and Members | I am fully aware of how the Council is made up and who the cabinet lead is for my department, and where to find this information on the New Starter Website [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/new-starters/new-starters.aspx&sa=U&ved=2ahUKEwj4ppC76MCCAxXxQaQEHaccCxYQFnoECAMQAQ&usg=AOvVaw11KzWvgpv_JuNCQe1P43H-) | | |  |
| Customer Service Standards / Complaints and Branding | I am aware of my expectations in providing excellent customer service to all. I am aware of Delivering Excellent Service Standards document on the New Starter Website [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/new-starters/new-starters.aspx&sa=U&ved=2ahUKEwj4ppC76MCCAxXxQaQEHaccCxYQFnoECAMQAQ&usg=AOvVaw11KzWvgpv_JuNCQe1P43H-)  I am aware of how complaints are dealt with within the council [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/contact-us/complaints-compliments-and-feedback.aspx&sa=U&ved=2ahUKEwj1l53J6MCCAxWkUKQEHV5vBTsQFnoECAEQAQ&usg=AOvVaw3WL0xSDn_9xvqOzQqdRH2s)  I am aware of the Council branding guidelines on Linc and the templates I need to use for formal reports and presentations etc. | | |  |
| **Management Induction Programme** | | | | |
| E-Learning Mandatory Modules | I have completed the following Mandatory E-Learning modules [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/employee-development/e-learning.aspx&sa=U&ved=2ahUKEwiM0NqL6MCCAxXqQ6QEHZsRBmQQFnoECAMQAQ&usg=AOvVaw1cuxJJdjHn9OUt9d6YztVq)   * The Denbighshire Way - Management Induction * Code of Conduct * Violence against Women * Equalities * Safeguarding * Data Protection * Whistleblowing * Welsh Language Awareness * Carer Awareness * Mental Health Awareness | | |  |
| I have completed the following mandatory Management E-Learning modules:   * Attendance at Work * Change Management * Coaching Skills * Delegation * Giving and Receiving Feedback * Managing Difficult Conversations * One to One Discussions * Shortlisting * Modern Slavery | | |  |
| Optional E-Learning modules which may be beneficial to me in my new role:   * Emotional Intelligence * Supervising to Achieve Excellence * Meeting Skills * Team Leading & Improving Performance * Time Management * Personal Resilience | | |  |
| Meet and Greet with the Chief Executive | I have also attended a meet and greet session with the Chief Executive. The PA to the Chief Executive will invite you to the meet and greet. | | |  |
| HR Information Session | I have booked onto a session with HR as part of the management Induction programme – Available on iTrent Employee Self Service under Learning. | | |  |
| Safeguarding and Recruitment Session | I have booked onto a Safer Recruitment session as part of the management Induction programme – Available on iTrent Employee Self Service under Learning. | | |  |
| iTrent People Manager Training | I have booked onto ‘People Manager (iTrent) for new Managers (1-2-1)’ session to ensure that I understand how to use the system with regards to sickness and 121 meetings etc. | | |  |
| 121 meetings | Your line manager has set up regular 121 meetings with you. The 121 forms can be accessed on the website and the meeting dates will need to be recorded on iTrent by your line manager. Please ask your manager about your 121’s if you haven’t had any scheduled in your diary [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/employee-performance-management.aspx&sa=U&ved=2ahUKEwiL7ZnL58CCAxWNTKQEHbSVA_4QFnoECAcQAQ&usg=AOvVaw1U9fhIywoR5ipJGNnTrDu_) | | |  |
| 121 meetings for your team | I have set up regular 121 meetings with the employees who directly report to me and I am aware how to record these on iTrent [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/hr-system-guides/system-guides.aspx&sa=U&ved=2ahUKEwiB_6_f58CCAxWxVKQEHcwZAI4QFnoECAAQAQ&usg=AOvVaw3qndeHqKzW-CEFChQBfgqN)  Guides are available on the Denbighshire Website on how to input dates on Itrent and more information on the 121 process can also be found on the website [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/employee-performance-management.aspx&sa=U&ved=2ahUKEwiL7ZnL58CCAxWNTKQEHbSVA_4QFnoECAcQAQ&usg=AOvVaw1U9fhIywoR5ipJGNnTrDu_) | | |  |
| Finance | I have arranged a meeting with my Finance Officer if my role is to manage budgets. | | |  |
| Wellbeing | The website has a specific section on Mental Health and Wellbeing [click here](https://www.google.com/url?client=internal-element-cse&cx=015589062078737909541:mugsum71g_0&q=https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/mental-health-wellbeing/advice-services-support.aspx&sa=U&ved=2ahUKEwjQ6dTy6sCCAxXwfKQEHRuMBmAQFnoECAEQAQ&usg=AOvVaw2_nAJ9MmENyU2hEgMfcjLj) which contains information on Mental Health First Aiders, guidance and support. We also have a confidential 24/7 Employee Assistance Programme called ‘Vivup’ where you can access impartial confidential advice from qualified counsellors for a range of different issues. A free telephone helpline is avalaible 24/7 365 days a year – 0800 0239387. | | |  |
| Climate Change and Ecological Emergency | I am aware that in July 2019 Denbighshire County Council declared a Climate Change and Ecological Emergency and has since committed to becoming a Net Carbon Zero and Ecologically Positive Council by 2030, in addition to reducing carbon emissions from the goods and services we buy (the Council’s supply chain) by 35% by 2030. Details of the Emergency Declaration and the 2030 goals can be found in the Climate and Ecological Change Strategy (2021/22 – 2029/30). The Council also changed its Constitution in October 2020, so all decisions made by the Council must now 'have regard to tackling climate and ecological change'. | | |  |
| **Declaration** | | | | |
| I can confirm that I have completed the above checklist and have an appreciation of all the areas listed. Areas where I feel I need additional support and guidance have been discussed with my line manager. | | | | |
| Employee Signed: |  | Date: |  | |
| Manager Signed: |  | Date: |  | |