**LSE MANAGER CHECKLIST**

Human Resources

Organisational Learning

This checklist has been designed to support you while undertaking the LSE Manager programme. Once you have completed each module, feel free to make a note of any comments or actions for follow up.

**1. The LSE Manager: Getting started (Workshop 1)**

[ ]  I have attended the workshop

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…

**2. STAR Manager (Online Module)**

[ ]  I have completed the online module

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…

**3. LSE People policies and procedures (Guided blended learning)**

For each of the following areas delegates are asked to familiarise themselves with the basic parts of the policy and also be aware how they can access it in the future and who their key contact point for advice in HR is. For further advice from HR see list of contacts [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Org-Charts/Dep-Allocations-HR-July-2018.xlsx) or explore [A to Z of useful HR documents](https://info.lse.ac.uk/Staff/Divisions/Human-Resources/A-to-Z).

[ ]  I have familiarised myself with the following key people policies and procedures:

[ ]  [Recruitment & Selection Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/The-Recruitment-Toolkit)

[ ]  How to plan a local induction

[ ]  [MyView (annual leave/pay slips)](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-information-systems/MyView)

[ ]  [Sickness & Absence policy and procedure](https://info.lse.ac.uk/staff/divisions/Human-Resources/The-sickness-absence-toolkit)

[ ]  [Right to work checks](https://info.lse.ac.uk/staff/divisions/Human-Resources/Immigration/Appointing-staff)

[ ]  [Flexible working](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fleWorPolPro.pdf)

[ ]  [Capability performance policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capPerPolAcaSupSta.pdf)

[ ]  Change of role

[ ]  [Pay approach, including contribution pay (Remuneration & Recognition)](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion)

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…

**4. The Inclusive Manager - The behaviours of a PS People manager (Workshop 2)**

[ ]  I have attended the workshop

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…

**5. Further suggested learning**

**Online Modules**

[ ]  I have studied the following people management toolkit online modules:

[ ]  [Coaching](https://app.goodpractice.net/#/london-school-economics-tfl/s/b9eb34a7)

[ ]  [Communication](https://app.goodpractice.net/#/london-school-economics-tfl/s/a90b6f26)

[ ]  [Managing Difficult Conversations](https://app.goodpractice.net/#/london-school-economics-tfl/s/1ce208a7)

[ ]  [Your leadership role](https://app.goodpractice.net/%22%20%5Cl%20%22/london-school-economics-tfl/s/04810139)

[ ]  [Self-Development as a manager](https://app.goodpractice.net/#/london-school-economics-tfl/s/d9f80da7)

[ ]  [Time Management](https://app.goodpractice.net/#/london-school-economics-tfl/s/a4179655)

**Core training programme**

[ ]  I have booked onto the next available course(s) from the School’s core staff training programme

[ ]  Recruitment & Selection (Inc. unconscious bias)

[ ]  P&DR for Managers

[ ]  Managing Performance

[ ]  Managing Pivotal Conversations

[ ]  Managing healthily

[ ]  Sustainable Management and leadership

[ ]  Finance Awareness

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…

**6. Personal and professional development planning (Workshop 3)**

[ ]  I have attended the workshop

**Completion date:**

**My follow up actions**

[Add your follow up thoughts/actions here]…