**STAFF MANAGER CHECKLIST**

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| If your new starter is a staff manager, you also need to cover the following: | Complete? |
| Provide a list of the people reporting to the new manager, their positions and an organogram for the department, so that the new manager can begin to learn about their team |[ ]
| Provide an overview of the history and culture of the new managers’ team |[ ]
| Give access to team CDR records and any information regarding ongoing employee issues within their team |[ ]
| Provide any resources that will help them manage their people, including reports and practices they need to uphold |[ ]
| Organise ‘shopfloor’ and 'hands-on' experiences (especially for very senior people) |[ ]
| Arrange a programme with the manager to spend time with other managers within the organisation  |[ ]
| Get them started on their LSE manager programme (coming autumn term 2023) |[ ]
| Organise visits to key sites and meetings with stakeholders as appropriate |[ ]