**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 |  |