

## New manager induction checklist

This checklist is for new staff joining us in managerial roles (with responsibility for managing others) or for existing staff who have taken up a new role with people management responsibility. This checklist should be completed in addition to the 'New Staff' induction process for new starts. All activities are required to be completed within six months of your appointment and the checklist returned to [staffdevelopment@napier.ac.uk](mailto:staffdevelopment@napier.ac.uk)

For further guidance on your new role and its people management responsibilities contact [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) or discuss with your line manager.

Activity	Date completed	Purpose	Useful Link
Read relevant HR policies and procedures		To know where all HR policies and procedures relevant to your role as a manager can be accessed, such as managing sickness absence, flexible working requests and how to ask HR questions.	<a href="#">Human Resources Policy, Procedures &amp; Guidance</a>
Familiarise yourself with HR Connect People Manager		Understand how to use HR Connect as a People Manager- watch HR Connect people manager video guides.	<a href="#">HR Connect Intranet Site</a>
Understand your management responsibilities within the My Contribution process		Understand what is required of you throughout the My Contribution process ( <b>annual performance and development process</b> ) as a manager, and complete the required training below /sign up for any additional training required.	<a href="#">My Contribution Intranet Site</a>
Leadership Behaviours		Familiarise yourself with our Leadership Behaviours and understand their fit with My Development and your new role. Review guidelines on University Values and Behaviours	<a href="#">Leadership Behaviours Values and Behaviours</a>
Book in 1:1 with your manager		To agree your objectives, level of responsibility and expectations. Understand School/Department plans and strategic direction where applicable.	
Book in 1:1's with your team		Understand roles and responsibilities, progress against objectives, training and development needs and career aspirations. Ensure regular 1-1 meetings are in the diary aligned to the My Contribution cycle.	
Ongoing development in role		Explore what training and development exists that can support you (or your team) in your new role and as part of your Continuous Professional and Personal Development. See below for required training for all managers.	<a href="#">HR Connect Self Service Learning and Development DLTE RIE</a>

## Management Essentials programme

All new managers with responsibility for managing people are advised to complete the following within your first 12 months in role. This will equip you with the necessary skills and understanding to enable you to manage people effectively at Edinburgh Napier.

<b>Workshop</b>	<b>HR Connect Link</b>	<b>Date completed</b>	<b>My Development updated Y/N</b>
The role of the manager at ENU	<a href="#">HR Connect Self Service</a>		
HR for people managers	<a href="#">HR Connect Self Service</a>		
My contribution for managers	<a href="#">HR Connect Self Service</a>		
Managing difficult conversations	<a href="#">HR Connect Self Service</a>		
Managing resources	<a href="#">HR Connect Self Service</a>		
Managing teams	<a href="#">HR Connect Self Service</a>		

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date: \_\_\_\_\_