

JANUARY 2021

Managers' Briefing

We made it through 2020!

It was a difficult year, but teams pulled together to support residents and each other through the pandemic. And although the pandemic continues with news about the virus variants, there is hope with the vaccine and mass testing roll-outs.

Thank you for your amazing work through 2020 – for your resilience, your leadership, and for looking after your people.

Starting the New Year

We wanted to make things easier for you by creating this managers' New Year briefing. It acts as a checklist to help you kick things off right and get sorted for the coming months.



Managers' checklist

-  **Wellbeing check-in with your team**
This should be a regular conversation as part of your 1:1s and team meetings. Use the new [Wellbeing Check-in template](#) to guide you and offer resources.
-  **1:1s and appraisal conversations in the diary**
Get this scheduled for the next few months. Aim for one 1:1 each month. Use [Appraisal Lite](#) to review workstreams, capacity, wellbeing and support. Use your 1:1s to cover any IBC tasks, check your staff member is up-to-date with council communications, consider training on the [Learning Zone](#), check mandatory training is complete, volunteer days, etc.
-  **Leave management**
Make sure you, your team and service are covered in the run up to 1 April. Your team should plan to take any outstanding leave evenly and not all at the end of March.
-  **Take stock: laptops and kit**
Do you or your team need anything? Do you have any stock you can send back to IT?
-  **IBC**
Is everything signed off and up-to-date? Are there any invoices or leave requests you need to sign off? Check your and your staff's details are complete and correct (including bank details, work location, home address, next of kin and ethnicity).

Managers' checklist

- ☐ **Recovery**
Do your staff working onsite have a signed off and up-to-date risk assessments? Are you checking the Road to Recovery and COVID-19 pages regularly for important updates? Have you and your staff read the latest WoW guide?
- ☐ **Mandatory training**
Check you and your staff have completed mandatory training:
 - ☐ Corporate health and safety modules
 - ☐ GDPR (two modules: data protection and security)
 - ☐ Equality and diversity at work
 - ☐ Unconscious bias
- ☐ **Make sure you check the all managers Yammer group regularly for manager-only communications, support and advice.**

