

Officer Induction Programme

	Monday 16 July Meeting Room 5	Tuesday 17 July Meeting Room 3	Wednesday 18 July	Thursday 19 July	Friday 20 July Meeting Room 5
9:00					
9:30	Tea/coffee	Setting Objectives	OT to OT handover	OT to OT handover	
10:00	Welcome				
10:30	Overview of the Union	Team intro: Administration Support			E-Activities
11:00		Introduction to Team Effectiveness			
11:30					
12:00					
12:30	Our Strategy, Our Standards, Our Values				
13:00	Welcome Lunch MR 6				
13:30		Introduction to Personal Effectiveness			OT to OT handover
14:00	Housekeeping and HR				
14:30					
15:00					
15:30	Introduction to Leadership				
16:00					
16:30					
17:00					

Skills
Knowledge
Team introduction
Officer Trustee handover
Other

*Subject to last minute change

Officer Induction Programme

	Monday 23 July Meeting Room 3	Tuesday 24 July Meeting Room 5	Wednesday 25 July MR 5 am/ MR 3 pm	Thursday 26 July	Friday 27 July Meeting Room 5
9:00					
9:30		Team intro: Education & Welfare		OT to OT handover	Effective Communication p.2
10:00		Campaigning and Lobbying	Introduction to work/life balance MR 5		
10:30					
11:00	Democracy and Engagement	Team intro: Finance			Leadership meeting and lunch
11:30		Finance Management			
12:00			Team intro (MR5): Advice Centre		
12:30					
13:00	Representation				OT to OT handover
13:30		Team intro: Governance	Team intro (MR3): Marketing & Communications		
14:00	Introduction to creating inclusive environments	OT to OT handover	Effective Communication p.1 MR 3		
14:30					
15:00			Assertiveness MR 3		
15:30					
16:00					
16:30					
17:00					

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Other

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Officer Induction Programme

	Monday 30 July	Tuesday 31 July MR 5 am/ MR 3 pm	Wednesday 1 August Meeting Room 6	Thursday 2 August MR 6 am/ MR 5 pm	Friday 3 August
9:00	Video and photo shoot				
9:30					
10:00		Team intro (MR 5): Student Development	Team intro: Systems	Being a Trustee vs. SABB MR 6	Non SK visit
10:30					
11:00					
11:30		Meeting with the Chair of Board and the Managing Director MR 5			
12:00					
12:30					
13:00		Team intro (MR 3): Licensed Trade & Venues	Incident Handling		
13:30		Team intro (MR 3): Retail			
14:00				Chairing and participating in meetings MR 5	
14:30					
15:00		Specific financial responsibilities (for PRES, DPFS, DPCS) MR 3			
15:30					
16:00					
16:30					
17:00					

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Other

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Officer Induction Programme

	Monday 6 August	Tuesday 7 August	Wednesday 8 August	Thursday 9 August	Friday 10 August
9:00	Leadership Residential, Gilwell Park				
9:30					
10:00					
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16:30					
17:00					

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