the first ______ 30 DAYS PLAN

Check in with your manager

- · Overview of the business, priorities and relevant projects
- · Short and long-term goals
- · Expected outputs over first three months

Establish your priorities

List top business priorities

How does your role support these?

What are the overall goals of the organisation?What is your business function working on?

• What do you need to deliver to ensure these goals are met?

Plan the actions you need to take

Meeting with manager
Meeting with colleagues• Arrange a time and meet with your manager to understand objectives and expectationsMeeting with colleagues
• Identify and meet with colleagues who you will be working with to understand their responsibilities, objectives and
where you fit inEarly wins - opportunities
• Based on observations, start a list of early wins - changes you can introduce quicklyBusiness culture and
networking• Understand the culture of the business
• Start networking with your colleagues and build professional relationships with everyone you work with

Determine your deliverables (update this section regularly)

Analyse your current situation, problems and opportunities

• Based on your meetings, discussions and list of early wins, reflect on the items you can deliver and when – this can be within the next few months

Plan for the first 30 days

Plan and set deadlines for the activities you'll need to complete in order to deliver key tasks

Identify your development needs

Marketplace	Learn about the marketplace
Customers	• Learn about the customers and key target audiences
Products and services	• Develop an understanding about the products and/or services provided by the business
Key systems and processes	 Understand the main systems and processes key to your role What are they? What are they used for? Do you need additional training?

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