

the first 30 DAYS PLAN

1 Check in with your manager

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

2 Establish your priorities

List top business priorities

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

How does your role support these?

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

3 Plan the actions you need to take

Meeting with manager

- Arrange a time and meet with your manager to understand objectives and expectations

Meeting with colleagues

- Identify and meet with colleagues who you will be working with to understand their responsibilities, objectives and where you fit in

Early wins – opportunities

- Based on observations, start a list of early wins - changes you can introduce quickly

Business culture and networking

- Understand the culture of the business
- Start networking with your colleagues and build professional relationships with everyone you work with

4 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

5 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?