

Staff Mini-Shadowing Process

Definition

- Establish a Working Group (with representation from each department in Directorate/Faculty)
- Define approach, objectives and agree basic key principles

Initiation

- Request authorisation and get buy-in from relevant senior manager (e.g. Director, Faculty PVC)
- Define expectations and garner support and commitment from senior leaders in each department
- Communicate the purpose and expected benefits of the initiative

Planning

- Members of the Working Group to brief staff on suitable types of mini shadowing opportunities
- Communicate request for shadowing opportunities and key information
- Compile master list of all shadowing opportunities offered within the Directorate / Faculty

Execution

- Communication of opportunities to all staff within the Directorate / Faculty
- Expressions of interest from staff returned to administrators (staff identify top 3 preferences)
- Collate staff requests into master document and match staff to shadowing opportunities
- Administrators to send email confirming place and putting staff in touch with key contact

Monitoring

- Staff to confirm acceptance of shadowing opportunity and line manager approval
- Co-ordinators / administrators to provide updates to Working Group (issues, progress, numbers placed etc)

Review

- Gather feedback from participants
- Working Group to review feedback
- Plan improvements for next yearly cycle