

the first 60 DAYS PLAN

1 Check in with your manager

- Discuss plan for the first three months
- Agree next steps

2 Establish your priorities

Revisit your understanding of business priorities

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

Identify the top three areas you can influence

- How can you directly influence the success of these goals?
- What do you need to do to ensure that your role positively influences the goals?

3 Plan the actions you need to take

Key stakeholders

- Identify stakeholders and influencers that will help you achieve your objectives
- Who are they?
- What do they do?
- How can they help?

Meetings

- Set up meetings with those you have identified

Shape your strategy

- Shape your strategy to meet short and long-term goals as discussed with your manager

Areas you can make positive changes

- Identify wider areas where you can make positive changes to support company objectives, your manager or the wider team

4 Determine your deliverables (update this section regularly)

New deliverables and priorities

- Discuss any new deliverables and priorities with your manager

Plan for the first 60 days (update your original 30 day plan where necessary)

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

5 Identify your development needs

Mentor

- Get a mentor – identify or discuss with your manager who would be best placed to mentor you in your role

Skills and knowledge assessment

- Assess your skills and knowledge gaps to identify areas of development

Accomplishments

- Start to keep a record of your accomplishments to support managerial discussions