



Leading from the ground up

For new or renewing leaders



New leader self-orientation agenda

When appointed to a leadership role you can take responsibility for your own orientation, even when you have access to a formal orientation process. This basic agenda can help you. Use it to initiate conversations with your supervisor and other key people so you can understand your responsibilities. This list of topics is not a complete agenda but something to get you started. Use your conversation to open up the details of what they mean for your role.



Workplace health & safety

- WHS policies and procedures
- Current hazard and safety status
- Current hot issues to address



General administrative

- Code of conduct
- Privacy policy
- Diversity
- Reporting and schedule of reports



People & culture

- Administration of team time sheets, holidays, incidents, performance issues, recruitment, personnel records
- Performance plans and their status
- Unit capabilities assessment
- Leave policies, operational convenience and entitlements
- Training and development plan for the unit
- Grievances, harassment and bullying
- HR ICT systems



Information and communication technology

- ICT (and cyber) security policies and procedures
- Social media use
- SOE and key corporate systems
- Use and care of mobile devices
- Data breach management and response
- Use and policies for external service providers
- Monitoring and assessing ICT business needs
- ICT procurement steps



Operational practices

- Work plan development
- Projects - set-up and coordination
- Team collaboration methods
- Communication channels
- Operational risk
- Business continuity preparation



Policies & procedures

- Production systems
- Regulatory requirements
- Decision making
- Customer service



Key stakeholder management

- Key customers and accounts
- Suppliers
- Distributors
- Project partners
- Investors / executives
- Community and stakeholder groups



Business plans & strategy

- Organisational strategic business plan
- Region/divisional/branch plan
- Business unit plan
- Regional/sector/industry trends



Plant & equipment

- Maintenance and consumables
- Lifetime and currency
- Master plans and proposed development



Finance & procurement

- Interpretation and use of finance reporting
- Operational budget
- Establishment (positions) budget
- Procurement processes
- Finance and procurement ICT systems
- Internal controls and checks / separation of duties

The people who get into difficulties are the ones who think they know so don't check it out.

