

GOOD PRACTICE FOR EMPLOYMENT

CLICK ON THE LINKS TO ACCESS GOOD PRACTICE LOOKING AFTER THOSE YOU HAVE EMPLOYED

Staff Handbook

Do you have a staff handbook? If not, [contact HR for more information.](#)

1

GOT A QUESTION?

WHAT DO YOU NEED TO KNOW?

2

Induction

A good induction of a new staff member is important. [Find out what you need to do here.](#)

Supervision

Good practice for line managers and supervision is vital. [Read these documents to give you a frame work.](#)

3

IT'S GOOD TO TALK

TARGETS

4

Annual review

This should be part of your annual rhythm. You are looking back over targets set from last year & setting new targets.

Wider support

[Encourage your employee to join the Diocesan network of employed youth & children's workers and stay connected.](#)

5

A SHARED JOURNEY

BE INSPIRED

6

Training for workers

There is a continued professional development program that your employee can join. Contact [Emma Sargeant](#) for more details.

Flex

[Training & equipping for anyone doing youth and children's work](#) - excellent for employees to use with their volunteers.

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BE EQUIPED

BE PREPARED

8

Training for you

HR has produced some [training for line managers](#), or you can access the Effective Conversations training.

Moving on

When you employee moves on, how do you end well? [Here are some tips.](#)

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SAYING GOODBYE

THANK YOU

10

Exit interview

[Here is a template](#) for an exit interview, which should be done when any employee leaves.

Concerns

If you have any problems with employees and need advice, [contact the HR team.](#)

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HELP!

GET IN TOUCH

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Anything at all

The [Mission Support Team](#) and [HR Team](#) are here to help you with employing youth and children workers. Just ask!

