

LEADING MINDS

Human sustainability in the legal sector

Trainee Checklist: Key considerations at seat change

- Have you received a full handover from the previous trainee? Consider arranging a meeting to acquire additional information and gain insight into your new supervisor's working style/preferences
- Have you shared any accessibility needs with your supervisor?
- Have you agreed core working hours and in-office days with your supervisor? Remember each department may interpret the firm's hybrid working policy differently. Who is your point of contact if your supervisor is not in the office?
- Identify and share preferred communication style in various contexts, i.e. Teams chat, phone or email
- Have you been introduced to the wider team including partners or associates who you will be working with?
- Have you introduced yourself to the NQ's in the department, do they have any tips for making yourself an invaluable member of the team?
- Are there any upcoming socials or training events which will allow you to meet the wider team on a more informal basis?
- Keep an open mind. If the department is a potential qualification department for you, share this with your supervisor so they can provide you with the relevant experience/exposure allowing you to make an informed decision. If it is not, share any particular areas of interest/skills you wish to gain with your supervisor so they can get you involved in relevant clients/matters
- Who are the MHFAers in your new department? Are there any additional mental health support systems/upcoming events you should be aware of?
- Have you agreed upon check-in frequencies with your supervisor so that you can receive feedback on work to date and review core trainee journal competencies?