

SEAT MOVE CHECKLIST

- ▶ 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 or seat-specific training 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, e.g. 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? Ask if 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 regardless of whether this seat was a first choice or not. If the department is a potential qualification choice for you, share this with your supervisor so they can provide you with the relevant experience/exposure to allow you to make an informed decision in your final seat. If it is not, share any particular areas of interest or skills you wish to gain so that they can get you involved with 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?