

## First week(s) meeting with Supervisor

You would have made substantial progress by now; however, you are most likely not yet completely confident on your role and the Host Entity. Therefore, check in often with your supervisor, colleagues and peers to develop and better position yourself with the right information and resources.

Towards the end of the first week(s), meet with your supervisor to discuss the following:

- Feedback on your week's activities and job-shadowing with the Host Entity buddy.
- Request feedback on your performance thus far.

Tip: Start asking for feedback early during your assignment. It will guide you on the right path and help you become more confident of your actions.

- Establish recurring one-on-one meetings with your supervisor to discuss your deliverables and progress through coaching.
- Continue introducing yourself to and building rapport with colleagues and peers across all levels to better understand the organization culture.
- Participation in the department's meeting (if applicable).
- Host Entity specific project and programmes (as applicable).
- Host Entity specific procedures for official mission (if applicable).
- Host Entity communication style – whether they prefer email, phone, or in person, an open door or scheduled meetings – and how you can effectively blend your styles together.
- Your schedule of activities for the month, including:
  - Key deliverables and priorities.
  - Meetings with key resource persons and stakeholders.
  - Access to systems, tools, and resources.
  - How you can overcome foreseeable challenges in your day-to-day activities.



Create a work plan or action plan – essential to track, monitor, and report on your progress.

- Break down your larger goals into smaller manageable tasks with milestones and the required skills.
- Assess if you have the required skills.
- Identify your skills and abilities and how you can build on them.
- Identify potential opportunities for Host Entity specific training and learning including face-to-face training, online platforms, job-shadowing, and peer learning.



Any additional questions you might have.