## Successful Secondments

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<td>The activities in this phase of the successful secondment plan are designed to help you work out what the value of this secondment will be to you and your project, personal development and longer-term career goals.</td>
<td>These steps will help you to work out what your secondment can achieve and ensure that your host understands what you need from them and what they need to provide.</td>
<td>This is a short phase which focuses on the practicalities of starting your secondment, ensuring you can start to work on your secondment goals as quickly and effectively as possible.</td>
<td>The final phase is designed to help you reflect on the value of your secondment and to share your learning with the wider network.</td>
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### Overview

- **Research is done and resourced**
  - What extra resources could you access and which other parts of the organisation will need to be aware of these and can think about how to support you?
  - Some at this stage
  - What do I want to learn about my work environment?
  - What do I need from the host?

### Induction

- **Your host's role**
  - What admninistration do I need to see to achieve my goals?
  - Are there any training available?
  - What have been the best opportunities to work in my host?

### Planning

- **Your supervisor's role**
  - Will this programme help me to make the arrangements for you to start working in your host?
  - Prepare a list of what you think you will need to know in order to get the most out of your secondment and feedback from the network is particularly useful for the host.
  - Will you have access to a source of support whilst you are away?

### Review

- **A secondment review form**
  - Will prompt you for your secondment review.
  - Will arrange a meeting on your return with your host and supervisor.
  - Shared experience to improve future secondments.
  - More robust approach to capturing your learning from the experience.