

Successful Secondments				
	Purpose	Planning	Induction	Review
Overview	The activities in this phase of the successful secondment plan are designed to help you work out what the value of the secondment will be to your project, personal development and longer-term career goals	These steps will help you to plan your secondment effectively and ensure that your host understands what you need from them and who they need to involve	This is a short phase which focuses on the practicalities of starting your secondment, ensuring that you can start to work on your secondment goals as quickly and efficiently as possible	The final phase is designed to help you reflect on the value of your secondment and to share your learning with the wider network
Your actions	<ul style="list-style-type: none"> - Review your career plan - Use the RDF to identify additional skills and next stages in skill development - Think about the opportunities you will have to do research differently in your secondment host (i.e. people, facilities, approaches) - Think ahead to the feedback you want to get 	<p>Research your secondment host using the ESSENCE network, the host website and any other appropriate sources</p> <p>Work out what you want to achieve on your secondment and use the techniques from the "taking control" session (Ischia) to start planning</p> <p>Prepare for a discussion with your secondment host about your goals so they are aware of these and can think about how to achieve them</p> <p>Also ask about who else you need to meet and which other parts of the organisation you need to see to achieve your goals</p> <p>Think about where you might contribute to the host with your knowledge or skills</p>	<p>If you need to, connect with the human resources or administrator who needs to make the arrangements for you to start working in your host</p> <p>Prepare a list of what you think you will need to know in order to make a good start</p> <p>Get feedback from the network – compare ideas and share any local knowledge</p>	<p>Complete the simple review template (which you will have a chance to revise)</p> <p>Meet your secondment host to discuss your performance</p> <p>Give feedback to the host on your experience</p> <p>Update your career plan with your host and supervisor</p> <p>Share the key learning with the ESR network</p>
Your supervisor's role	<ul style="list-style-type: none"> - Will help you review your career plan - May be able to give you additional insights about your host - Will want to hear any concerns you have so they can provide the best support - Isn't expecting a thesis chapter – the secondment has a different focus 	Available to advise as required	<p>Will discuss with you how to keep in touch during your secondment</p> <p>Is a source of support whilst you are away</p>	<p>Will prompt you for your secondment review</p> <p>Will arrange a meeting on your return to discuss your reintegration to your core project</p>
Your host's role	None at this stage, but advise them that you have started to plan your secondment goals	<ul style="list-style-type: none"> - Will discuss your secondment plan and provide feedback and advice - May suggest other people to meet within their organisation or visits that will help with your goals - Will explain what resources/facilities you will have access to 	<ul style="list-style-type: none"> - Will try to introduce you to anyone who will help to make your secondment a success - Understands that the first few days and weeks will be challenging, so will be available or ensure someone else is there to support you 	<p>Will prompt you for your secondment review</p> <p>Will provide feedback on your secondment</p>
Key questions	<p>What is the role of the secondment?</p> <p>How might you be able to do your research differently in this environment?</p> <p>What extra resources could you access?</p> <p>What can you learn about how research is done and resourced?</p>	<p>What can I do for the host?</p> <p>What do I want to learn about from the perspective of this work environment?</p> <p>(Funding, resourcing projects, managing and motivating teams, what drives research agendas?)</p>	<p>Will this programme help me to make the most of my secondment?</p> <p>What administration do I need to complete to work in my host?</p> <p>Which other parts of my host could I visit?</p> <p>Is there any training available?</p>	<p>What do I wish I had known when I started my secondment?</p> <p>What have been the best aspects of the experience?</p> <p>What would I do differently?#</p> <p>How has this helped me progress in my career plan?</p> <p>How has this added knowledge or understanding to my research?</p> <p>(A secondment review form will be available)</p>
Outcomes	<p>A list of questions to ask your host</p> <p>An updated career plan</p>	<p>A secondment plan (checked against the plan framework form which is being finalised)</p> <ul style="list-style-type: none"> - Personal goals for you - Benefits for the host if these are identified - Feedback criteria to help you monitor your progress 	<p>A plan for the first days and weeks of your secondment that ensures you meet the right people and learn the information that will help you get off to the best start</p>	<p>Shared experience to improve future secondments</p> <p>More robust approach to capturing your learning from the experience</p> <p>Opportunity to feed ideas into the network training plans</p>