# **Essential Activities to Prioritise**

It’s very important that you prioritise the below activities within the first few weeks of starting.  They will help bring you up to speed and help ensure you have everything you need to grow and flourish:

# **'New To Hounslow' hub**

This hub has been designed to bring all the essential information you’ll need together in one place. We recommend that you go through all the different sections as they'll help you learn more about us at Hounslow.

# **'Welcome to Hounslow' Event**

Welcome to Hounslow is a key part of welcoming you to the London Borough of Hounslow; it provides you with a great opportunity to hear from, and ask questions of, our Chief Executive, Niall Bolger, our Director of HR and OD, Steve Walker-Whitehead, and the Leader of the Council, Councillor Shantanu Rajawat. They will talk about our community, our organisation, our priorities, our people, and our values. You will be automatically invited to the next scheduled event. Dates of the events are as follows:

* 10.30am - 12pm, 24 May 2023
* 11am - 12.30pm, 12 July 2023
* 10.30am - 12pm, 13 September 2023
* 11am - 12.30pm, 15 November 2023

# **Develop and Learn**

As an employer, we are committed to helping all colleagues to develop and learn. You can find a variety of different resources on our [Develop and Learn intranet page](http://intranet.hounslow.gov.uk/develop-and-learn/). You can also check out our [One Hounslow Develop and Learn Sharepoint Page](https://lbhounslow.sharepoint.com/sites/developandlearn).

All staff also have access to Learning Pool, which is our Learning Management System (LMS).  Whether at home, at work or on the go, you can easily access online courses from your LMS, and complete them when it suits you. There are some essential e-learning modules that you must complete, some of which are on Learning Pool, please see the list below.

[Information on how to set up a Learning Pool account is here](http://intranet.hounslow.gov.uk/develop-and-learn/digital/creating-a-learning-pool-account/) and [you can log in to the portal here](https://hounslow.learningpool.com/login/index.php).

# **Mandatory E-Learning**

* [GDPR training](https://hounslow.learningpool.com/course/index.php?categoryid=3)
* [Cyber Security training](https://hounslow.learningpool.com/course/index.php?categoryid=44)
* [Equalities, Diversity & Inclusion training modules](https://hounslow.learningpool.com/course/index.php?categoryid=14)

# **Additional E-Learning**

* ICT training – [accessed via Digital Learning & Innovation Hub](https://lbhounslow.sharepoint.com/sites/ict-training)
* Zero Suicide Alliance training on Mental Health and Suicide - [accessed via the ZSA website](https://www.zerosuicidealliance.com/training)

# **Health & Safety**

Health & Safety in the workplace is everyone's responsibility. Here are some initial steps you need to take.

* Do the [New Starter Health and Safety Training](https://intranet.hounslow.gov.uk/health-and-wellbeing/health-and-safety-training/health-and-safety-training/)
* Complete your [Display Screen Equipment (DSE) Assessment](http://intranet.hounslow.gov.uk/health-and-wellbeing/health-safety/display-screen-equipment-dse-3/)
* If you haven’t already, [discuss with your manager any reasonable adjustments](https://intranet.hounslow.gov.uk/corporate-policies/health-and-safety/adjustments-at-work-guidelines/) you may need to help you do your job.  [You can find a useful training session here](https://intranet.hounslow.gov.uk/develop-and-learn/equalities/a-guide-to-reasonable-adjustments-essential-approx-30-mins/).

# **Employee Self-Service Portal**

[iHounslow Employee Self-Service](https://intranet.hounslow.gov.uk/new-to-lbh/ihounslow/ihounslow-our-hr-system/)is our HR system where you’ll be able to view/update the following:

* Personal details
* Diversity data
* Employment details
* Payslips/P60s
* Absence details
* Learning details

# **Clear Review**

At Hounslow, we use a performance management tool called Clear Review. Clear Review helps to increase engagement between our employees and their managers. It can also aid staff development and maintain health and wellbeing.

When you start at Hounslow, your Clear Review account will be set up automatically – this will usually happen within the first 2 weeks of starting. [You can log in here](https://hounslow.clearreview.com/webapp/). If you’re a first time user, you’ll be asked to set up a password. You can find some really [useful training videos and guides on this page](https://intranet.hounslow.gov.uk/develop-and-learn/digital/clear-review/) to help you get started.

Please speak with your manager if you need any support.

# **Probation**

As a new starter, you’ll currently be going through your probationary period – this is 6 months and begins on your first day at work.

During this period, your manager will identify performance objectives that you’ll work to achieve. At the end of the 6 months, you’ll meet with your manager to discuss your progress.

[You can find our probation policy & guidance here](https://intranet.hounslow.gov.uk/corporate-policies/probation-onboarding/probation/).

You should speak with your manager if you have any questions.

# **People Policies**

[You can find some of our key People Policies such as Our Code of Conduct and other important information here](https://intranet.hounslow.gov.uk/new-to-lbh/people-policies/people-policies/).