



The Scottish Parliament
Pàrlamaid na h-Alba

Working at the Scottish Parliament - Induction Guidance

Ag obair ann am Pàrlamaid na h-Alba – Stiùireadh Tòiseachail

3 May 2019

'My Induction'

Welcome to the Scottish Parliament whether new, moving roles or returning after a period of time away.

You will be playing a vital role in helping us achieve our [ambition as an organisation](#) to deliver the best parliamentary service in the world, for the people of Scotland and the parliamentarians who are elected to represent them.

All our staff are at different stages in their careers and you will be the same. But we all share a common goal: to work in a place where their contribution will make a positive difference to the lives of the people of Scotland and be guided by our values.

It's vital therefore that each of us looks to continuously improve our knowledge and experience and take pride in how we do deliver our objectives through our core values of Stewardship, Inclusiveness, Excellence and Respect. Our learning and development processes are geared to supporting that, from your induction programme to your on-going personal development.

In other words, a development plan from day 1 with your goals is essential! Our [performance management guidance](#) has plenty of tips and resources to support you and your manager in developing this.

Your First Days

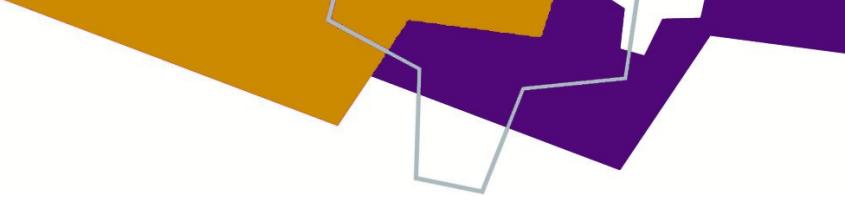
We want to make your first few days at Holyrood as exciting and enjoyable as possible. On your first day, you'll be met by your manager who'll take you to meet your new team and provide you with important information like your pay reference number and IT Account details. You'll also have an assigned buddy - a friendly face - who'll be happy to answer any questions you might have in your first few weeks.

What do you need to know?

We have [3 learning pathways](#) in our learning management system SP Learning.

These include checklists and details of workshops and essential training that you should complete on: Day1, Month 1, by the end of Month 3.

A quick guide to getting you started in [SP Learning](#) is available and you have been enrolled to an online community where you can connect with other colleagues who have started, moved role or returned. You can also share learning and top tips



New Managers

'My Management Skills'

Whether you are new to management or a new manager in the Scottish Parliament, we have some further development and tips available to help support your development and the development of your new team.

Your Manager

Your manager has a vital role to play in supporting, advising, developing and guiding you on what is best for you and the Scottish Parliament. They will help determine your best next role, and identify development opportunities.

Your Buddy

We have some top tips on how to get the most out of having a buddy.

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For further information contact:

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