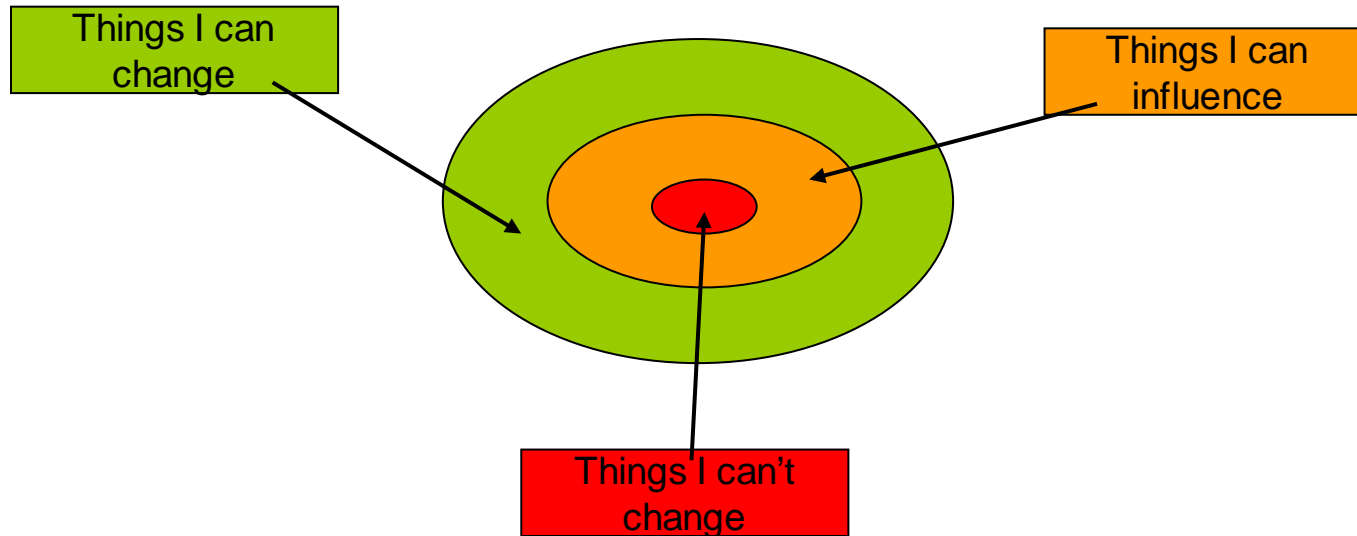


Graduate Development Program

The Role of a Vacationer Buddy

Please take a moment to recall your first day in this organisation and the experiences you had with your designated Buddy?

- What key elements made this a positive / negative memory?
- What things can you do as their “Buddy” and what things can you influence, to create a positive impact?



Graduate Development Program

The Role of a Vacationer Buddy

- ***On their first day***
 - Make them feel welcome, greet them warmly
 - Take them to their supervisor and ensure they make contact.
 - Introduce yourself to their supervisor and explain your role. Leave your contact number with both and encourage them to call if they need to.
 - Make a time that afternoon to call them and ask them how their first day has gone and ensure they are right to go tomorrow morning.



Graduate Development Program

The Role of a Vacationer Buddy

- ***Within a week***

- Make a time within one week of today to meet them for a coffee downstairs to chat and answer any extra questions.
- Make them aware of this and encourage them to write down questions.

- ***Ongoing***

- Lock times in your diary to drop them an e-mail and / or call them at least twice over the next two months to catch up.



● Behaviours

- Don't share war stories in the first few days, keep positive
- Reaffirm their choice to join this organisation in this interim period
- Treat their questions/ comments confidentially
- Try and anticipate some of the things you know they may ask but don't overflow them with information in the first 30 seconds, space it out with regular contacts instead.
- Introduce them to those who you know in the office wherever possible

