

## PREPARE

### Pre-Start

# 0

- Read your contract and key company policies so you know & keep to rules esp with regard to mobile phones
- Research and understand your role.
- Align to the Company culture
- Set high standards of dress code
- Sort your logistics, questions and goals

- Be switched on for day one mentally

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## GRADUATE TIMELINE

# MY 30 DAY ROADMAP

## 1 START STRONG

### Week One: Build Profile & Relationships:

- Introduce yourself to team members, join team meetings, and participate in informal chats. Meet with your manager at start and end of the week to agree goals/support
- Contribute to your orientation. Pay attention to company culture, communication styles, and workflow processes. Listen attentively, smile, be punctual
- Continued on time punctuality and professionalism.
- Sort your admin, pension and compliance needs.



## 2 CONNECT

### Week 2: Network & listen

- *Maintain week 1 remit plus* >Take on small tasks or projects that show initiative and a willingness to learn.
- Ask for feedback on your performance, and be open to constructive criticism.



## 3 CONTRIBUTE

### Week 3: Start to add value

- **Expand Your Knowledge:** Identify key areas where you need more understanding and seek out resources or mentors.
- **Build Your Brand:** Start contributing to team meetings in 1 or 2 areas & share coherent ideas respectfully.

## 4 REFLECT & ADAPT

### Week 4: Celebrate, learn and plan next steps

- Review your achievements, challenges, and areas for improvement. Seek out others' voices too. Ensure you're on track with your goals and ready for the next steps.
- Set long-term goals and discuss potential growth opportunities with your manager.



## 5 BEHAVIOURS & GOALS

- **Proactive Learning:**  
Take initiative to understand your role and the workplace culture.
- **Relationship Building:**  
Engage with colleagues and begin to form meaningful connections.
- **Deliver on Expectations:**  
Complete tasks with reliability, align with your manager on key priorities.

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