**Review Previous Year**

* Review previous year – what officers wished they had done / training they wished they had accessed
* Individual officer handover

**Equipping them with the knowledge and skills they need to do their roles.**

* Carry out an officer skills assessment. New officers will have different skill sets, will need different skills to carry out their roles, and may need different training.
* Time management skills
* Communication training
* Meeting skills/how to chair
* Work/life balance. Well being
* Email management/diary management
* Report writing
* Delegation skills
* Tailoring training – carrying out a skills assessment.
* Process for dealing with press

**Team Building – Officers and Students’ Association Staff**

* Setting out roles and responsibilities
* Gives sense of belonging
* Knowing support staff, and what they do
* Officers know they’re not on their own
* Working with other officers – team building
* Agree who does what (between officers, and between officers and staff)
* Make sure that staff are around to support and advise while officers are ‘learning by doing’

**Knowledge of Students’ Association and College, and Building Relationship with Wider College Staff**

* Officers – get to know who makes stuff happen
* How/by who change happens
* Officers know structures of college
* Introducing key staff
  + Who are decision makers
  + How you approach/influence them
* Relationship building with key staff
* Context – how SA works
* Class Rep System

**Developing Expectations and Plans for the Year**

* Important to have a ear plan and targets
* Officers understand how they will achieve their manifesto. Prioritisation.
* Empower Officers
* Officers balance remits and own projects.
* Officer team – plan their year. Eg, Events they want to run
* Student Partnership agreement – what’s in it
* Plan of work/prioritisation
* Calendar of important dates
* Looking at individual manifestos
* Students’ Association strategic plans/ long term plans
* Identify links with previous work
* Limited number of short term goals
* Empowering – what staff can do to help
* Raising expectations / communicating the expected level of engagement and work officers will need to put in.
* Developing officer awareness of role – ‘not just Fresher’s Fair’. Larger role as change agent
* Supporting officers to develop their ‘elevator pitch’ or their narrative of why they are there as an officer
* Should be fun! Remind officers they can enjoy it.

**Logistic/Administrative Skills**

* Holiday planning
* Day to day logistics/administrative training. Eg, how to use the printer
* Budget and financial processes
* NUS Contact details, NUS connect login
* Set up IT systems