

# O D Innovations Newsletter

February 2010



## 'Fit notes'

Following a consultation exercise in 2009, the Government is planning to replace the current system of medical certification with a new 'fit note' system from **April 2010**.

## Agency Regulations Finalised

The final Agency Workers Regulations, implementing the European Temporary Agency Work Directive (2008/104/EC), have been laid before Parliament and will come into force on 1 October 2011.

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## How happy are you with performance management in your organisation right now?

**S**core your managers out of 10.  
..go on...be honest!

If it's a 10 .....**congratulations!**  
Anything less than 10 means there is room for **improvement**. Whatever current levels of knowledge and experience your people have, whatever time constraints maybe— **O D Innovations** offers a range of Managing People and Performance development that will give managers the tools and strategies to manage people effectively.

"Efforts and courage are not enough without purpose and direction."  
**JOHN F KENNEDY**



## What would have been your ideal first day in a new job?

**R**esponses to this question have been varied. Here are the top 5 do's & don'ts for the perfect first day induction

### Do

- ☺ Remember I am starting and greet me as if I am expected and welcome
- ☺ Have computer/phone/mobile/security pass ready for me to use
- ☺ Arrange lunch with the team/ boss - communicated ahead of time so I know that I don't need to bring a lunch
- ☺ Arrange a slightly later start time and earlier finish time on day 1 and let me know this in advance
- ☺ Let me have an induction/ training schedule for week 1 and arrange a "buddy" to help me with orientation

### Don't

- ☹ Use acronyms and "in company" jargon—I don't speak the "language" yet
- ☹ Have a full diary so that you have no time to spend with me
- ☹ Arrange a tour of a building(s)/ introductions to people who's names I will forget. Just tell/ show me what I need for the first couple of days
- ☹ Forget to tell me where the facilities (loos etc) are and give me essential H&S/fire evacuation information
- ☹ Leave me reading policy/ procedure manuals all day

**M**indful of the expense of recruitment and the damage an unsatisfactory appointment can do to people and to organisations, a positive first day induction is essential. If you want to transform your induction programme, **O D Innovations** can help you, please contact us for more information.



World Cup 2010

What impact if any will the 2010 Football World Cup have on your organisation? Have you developed policy guidelines for facilitating time off/onsite viewing? How many matches will your diverse workforce want to see? What about those not interested in football? The World Cup *can* be an opportunity to motivate and engage staff, but unless planned for, unscheduled absences *may* have a negative effect on your business and staff morale.



**O D Innovations** can help you formulate HR policies, for information about our HR Consultancy Services please contact us on:  
Telephone: 07948148424 e-mail: [mail@odinnovations.org.uk](mailto:mail@odinnovations.org.uk) or log onto our website: [www.odinnovations.org.uk](http://www.odinnovations.org.uk) and complete our contact form.

## Green Facts!!

WWF's want a billion people around the world to switch off their lights for one hour - **Earth Hour** on Saturday 27 March 2010 at 8.30pm to show you care about climate change

It takes glass one million years to decompose, which means it **never** wears out and can be recycled an infinite amount of times!

Recycling one glass jar, **saves** enough energy to watch T.V for 3 hours!

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## All the ingredients are in place for a fresh bout of industrial unrest as we enter 2010

The BBC's Employment Correspondent reports that the latest official figures reveal a sharp rise in industrial action in recent months. Some 232,000 days were lost to strikes in September and October, more than the previous 9 months combined - when 195,000 days were lost.

## 2010 Apprentice series rescheduled to summer

The 2010 series of The Apprentice is being delayed until the summer to avoid a clash with the general election, the BBC has confirmed. Series six was originally due to run for three months from March.

## Self Coaching

If you don't have the time or the budget for one to one coaching, try self coaching. Spend a couple of hours away from your normal working environment, maybe at a coffee shop. Switch the phone off, no interruptions. All you need is something to write with, something to write on and your utmost honesty. Ask yourself the following:

### Is your performance all it can be? Acid test

- ◆ How satisfied are you with your own performance?
- ◆ When was the last time you asked for or received honest feedback on your performance?
- ◆ What worries you?
- ◆ What can you do about it?
- ◆ What issues really need to be addressed?
- ◆ What's getting in the way?
- ◆ What's the single biggest obstacle that's holding things back?
- ◆ How can things be better for you at work?

Don't think this is an afternoon off! On the contrary, it can be one of the biggest contributions you can make to your career and personal success.



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