

## Welcome Back - Guide

### It's great to have you back

Your line manager will schedule a check-in meeting with you to bring you up to speed on what has been happening within the firm and discuss any support you may require.

If you have missed any of Sarah's SHED talk you will find her compilation video here - [Shed Life](#)

Day 1

### Workspace & Equipment

You may be coming back to a completely different working environment to the one you left, we want to make sure you have everything you need to hit the ground running. This means, IT equipment - do you require any IT equipment to assist you in your role? Is your working environment suitable? Do you have a suitable desk, chair and workspace?

If you are experiencing any technical issues or require assistance then you can email the IT Service Desk [here](#) or call on 0121 214 1222 during these [opening hours](#).

Please read [display screen equipment guidance](#) and if you find that you require a DSE assessment to be conducted then please get in touch with the Facilities team who will be able to arrange one for you.

### Learning & Development

Do you require any refresher training? It may be that your role has changed temporarily or you have new unfamiliar duties to assist with, if that is the case, your manager will discuss with you whether any further training is required. You can also discuss the option of a work buddy.

The Academy team have recently launched their new Academy Live summer schedule, having put together an extensive programme of virtual courses – some you may recognise and some new, all to support your development. You can access the summer schedule [here](#).

Week 1

### Wellbeing

Regular team meetings will help alleviate the feelings of isolation and disconnection from colleagues, drive collaboration forward and build that team spirit, you may want to help and organise catch-ups.

You can also find information [here](#) about the steps SHMA has taken to protect individuals who are returning back to the offices.

### Learning & Development

The firm have introduced our new performance framework and will be focusing on what's really important for high performance, quality conversations and excellent outcomes. A catch-up meeting with your line manager will be a great opportunity to discuss the changes further.

Week 2

Long periods of leave can sometimes impact the way we feel about our roles at work, it's easy at these times to feel out of touch. But don't worry! It's completely normal to feel like this, but there are things we can do to help. Brush up on some IT training, speak to your line manager about further training in your role, you can also attend the Building Confidence training session... You can find out more by contacting [the Academy](#) team.

### Wellbeing

Mental health awareness is very important which is why we have a wealth of dedicated resources available to you. The details of which can be found on our [Wellbeing Hub](#). You will also find the mindful exercise videos for you to do some light exercises in the comfort of your own home.

The Academy team are running mental health awareness training sessions throughout the summer. The firm is aware that being on furlough can have a considerable impact on someone's mental health so we have a scheduled session specifically aimed at those individuals who have experienced furlough which we would certainly encourage you to attend.

We would recommend that you have regular wellbeing check in's with your manager, while you settle back in, and going forward. Although you may talk to your line manager regarding work matters on a daily basis. Perhaps this can take place over a virtual cup of tea and a piece of cake!

You can also reach out to one of our trained [Mental Health First Aiders](#) across the business too, or use our Employee Assistance line 24/7 (0800 048 2702) / [unumuk.lifeworks.com](#) - username: unum, password: lifeworks.

Ongoing