

## 5 day challenge - THE NEW COLLEAGUE

### DAY 1 – WELCOME YOUR NEW COLLEAGUE, PERHAPS WITH SOME FLOWERS?

Show him or her the kitchen, the photocopier, or take him or her to the canteen.

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### DAY 2 – ASK: PART 1

Smile at your new colleague and ask him or her how the first day in the new job went.

Introduce your new colleague to the relevant partners from other departments.

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### DAY 3 – ASK: PART 2

What would your new colleague like to know about other people at work or the boss (careful: no gossip), about the way work is organised, and where can you help?

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### DAY 4 – ASK: PART 3

Ask your new colleague what he or she liked about his or her last job, what was fun to do, and what made him or her proud?

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### DAY 5 – CELEBRATE

Find a small gift or gesture for your new colleague to celebrate a successful first week in a new job.

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