

Being a trainee representative

Handing over

Transcript

Handing over the role well is an essential part of doing the role well. Help your successor be as successful as possible by making things easy for them: give them the relevant information and all the tips and tricks you've learnt. Introduce them to the important people they'll need to know. If there's time, let them shadow you at meetings. Ensure they can reach you if they have other questions. You may find it useful to start a "handover document" very early on where you make notes as time goes on.

What do you wish someone had told you early on before you started the job? This information is useful to your line manager as well as your successor. Ideally you will ensure your successor is better prepared for the role than you were!