

A Guide to Planning Your Work Shadowing Days

When planning your shadowing day, it would be useful to consider what you want to get out of the experience and communicate this to your Work Shadow partner prior to your meeting. Benefits highlighted by participants from previous years include:

- See a different management style or way of working
- Observe the issues and challenges within a different type of workplace
- Gain experience of practice outside your own organisation
- Gain a deeper understanding of the skills required in other roles
- Reflect on your own work practices and possibly highlight areas for change
- Raise awareness of what is working well in your organisation and what could work better
- Develop ongoing relationships with the organisation you're visiting
- Understand the key issues in the organisation you are visiting



Here are some suggestions for Work Shadowing activities drawn from feedback gained from previous years:

- Show them round your organisation's premises, introducing them to staff and explain the activities of individual staff members/ teams/ departments
- Talk them through a typical day/week/month in your role over a coffee
- Invite your partner to a team meeting so they can understand your day-to-day issues
- Provide relevant literature such as annual reports or project reports, and show them other resources that your organisation produces.
- Invite your partner to sit in on any internal or external meetings you are scheduled to attend
- Arrange a meeting with some of your beneficiaries or members
- Explain your organisation's structure and highlight potential channels of communication
- Try to challenge assumptions
- Have lunch with your partner. This can provide an opportunity to reflect informally about what you've discussed and shared.
- Explain how your departments could potentially impact upon your partner's organisation
- Think about questions you might want to ask beforehand. Have a frank discussion with your partner about what you both expect to gain from your respective days
- Network as much as possible. Try and get contact details for people who you would like to keep in contact with or build new relationships with
- Explain management styles and tools
- Provide a organisational structure diagram of department and where you sit in it as a reference tool for your partner