

# How we do support our new colleagues

...to rapidly know AADK and be safe, confident and success.

First, our new colleagues have a close relationship and follow up with their direct leader or a dedicated tutor to support them in their new role and understanding the way the team works.

To complete induction, AADK focuses on socialisation and introduction to our culture with two specific efforts:

- The buddy schemes
- The Insight induction days

## 1. The Buddy Scheme

As a part of our onboarding process in AADK we have a program called the *Buddy Program*. This includes that every new employee will be associated with a Buddy in the first 2 months of their employment. The purpose is to ensure that the new employee gets the best possible start in AADK. The Buddy Program includes at least 3 formal meetings between the employee and his/her/their Buddy.

1. First meeting: This meeting will be held on the newcomers first day in AADK and will include a trip around the house, an introduction to the organization and the culture, as well as introduction to social events and the social sight on Podio.
2. Second meeting: This meeting is held after the first two weeks and will be a follow-up on things from the first meeting and a talk about how the first weeks as well as questions that the employee may have.
3. Third meeting: This meeting is held after the first two months and will be a follow-up on how everything goes and how the first two months has been overall.

The overall role for the Buddy is:

- Be the main reference person for the new staff member, i.e. the one that she/he/they would naturally approach if in doubt about something
- Be available for any professional or social enquiries
- Inform about routines and workflows
- Inform about written and unwritten rules
- Inform about how job satisfaction is addressed in the team
- Communicate expectations to work culture (e.g. availability on mail/phone) together with the head of team

## 2. Insight AADK induction days

All new staff are invited to three half-day training (Insight Days) over two weeks facilitated by the Head of Compliance & Systems and the People & Development Team. 3 sessions are usually planned in February, May, September, and an extra session may be planned in December if needed.

The sessions are accessible onsite at AADK office at Fælledvej and online (hybrid meetings).

The agenda includes:

- The history of MS/AADK
- The vision, mission and strategy of AADK
- ActionAid International - strategy, structure, history, etc.
- ActionAid's Human Rights Based Approach to development work
- ActionAid Feminist Leadership principles
- AADK's organisational structure
- What kind of activities does AADK engage in - in Denmark and abroad
- Money flows and financial management
- People commitments and support
- Features of AADK's organisational culture

The assumption behind the facilitation of the Insight day is that you have gone through two main documents (Strategy 2023-27 and Our role in a Decade of Activism) and AADK HRBA Course and SHEA Safeguarding (available on [ActionAid Learning \(talentlms.com\)](https://www.actionaid.org/learning))

For colleagues posted out of Copenhagen office, up to one week will be planned in the first month to meet face-to-face with colleagues, build relations and feel our culture and community.

For project managers, there will be an additional half-day training in project management procedures at AADK.

For newcomers in managerial position (Head of Team or Director), the induction will usually take longer and include meetings with ActionAid International colleagues as well as exposure to some of AADK's programme activities, either in Denmark or in our countries of cooperation. A tailor-made programme will be developed by the People & Development Team.