



Line Manager's Year Planner

Use this planner to see key events and tasks you should complete throughout the year.
At the bottom of the page are other topics that you may need to know about as a line manager during the year.

January 2013

No scheduled activity this month, so why not ...

View and update your Post and Post Holder details for your team?

60 Second Digest Released - 7 Jan

February 2013

No scheduled activity this month, so why not ...

Read up on the Individual and Manager Behaviours?

60 Second Digest Released - 4 Feb

March 2013

Report Against Objectives and Complete PADR for **all Grades**

60 Second Digest Released - 4 Mar

April 2013

Set Objectives for the Start of the Reporting Year for **all Grades**

60 Second Digest Released - 8 Apr

May 2013

New Civilian Leave Year starts

60 Second Digest Released - 29 Apr

June 2013

No scheduled activity this month, so why not ...

Review and update your or your team's Contact Details?

60 Second Digest Released - 3 Jun

July 2013

No scheduled activity this month, so why not ...

Read up on Health, Wellbeing and Sickness?

60 Second Digest Released - 1 July

August 2013

No scheduled activity this month, so why not ...

Ensure your staff have completed their Mandatory Training for the year?

60 Second Digest Released - 5 Aug

September 2013

No scheduled activity this month, so why not ...

Review your team's Claims and Expenses?

60 Second Digest Released - 2 Sep

October 2013

Mid Year Development Review for **all Grades**

MOD Civilian Your Say Survey out

60 Second Digest Released - 7 Oct

November 2013

No scheduled activity this month, so why not ...

Read up on the MOD's Standards of Conduct and Behaviour?

60 Second Digest Released - 4 Nov

December 2013

MOD Civilian Your Say Survey results released

Why not ... Read up on the MOD's Harassment and Bullying Procedure?

60 Second Digest Released - 2 Dec

Report Absence and Manage Long Term Absence

Approve Annual / Domestic / Special Leave

Deal with Poor Performance - Attendance & Other Issues

Consider Special Bonuses

Recruiting Staff

Handle Resignations or Retirements

Voluntary Early Release Schemes - 2012 - 14

View Employee Claims