



Other Support available

1, What is HR and what can they do for me?

In an organisation, Human Resources (HR) is the department in charge of all employees and [employee-related operations](#).

- Creates a positive work environment
- Drafts and revises employment policies
- Conducts induction sessions
- Organises learning and development training programmes
- Handles requests outside managers' capacity
- Assists employees during personal emergencies

2, Manager

There may be a few managers above you, all have a duty of care to look after and support you in your role. Your manager should hold frequent check-in meetings with you and hold a yearly appraisal meeting to talk through how you are doing in your role.

Managers are there to not only structure your workload but to help, so make sure you speak with them if you need any extra support or training.

3, Teamwork

The colleagues you will work with, will be a good support network for you. Your colleagues will be available to guide you and offer you advice when needed. Teamwork brings people together and builds confidence of all involved.

Working in a team encourages personal growth, increases job satisfaction, and reduces stress.

It is important to utilise your colleagues as a positive support network.



Other Support available 2

4, Mentoring

Mentoring in the workplace is an established partnership between

colleagues for the purposes of learning and growth. Having a mentor at work can traditionally be seen as senior and more experienced employees giving advice and support to younger employees earlier on in their careers

5, Training

There [are different](#) types of training: inhouse and external; accredited and non accredited.

Inhouse- is training held within the company

External- can still be held at your organisation but delivered by someone that is not employed by your organisation,

Accredited- this is a qualification that will be noticed by other organisations and can sometimes increase your pay or give you a promotion.

Non-accredited- this is similar to inhouse training, there is no official qualification once completed.

All training is beneficial and should be taken advantage of if you are offered any.



Other Support available 3

6, Access to work

Scope [Website explaining](#) access to work simply.

Access to work is a government support scheme that can assist you as an employee to get the support you may need in the workplace.

If you feel you have an additional need which requires specialist support in the workplace, start with speaking to your line manager, companies have a duty of care to make reasonable adjustments for you. However, if your needs go beyond this you can apply for Access to Work. Here is the official Gov [link](#) to Access to Work, along with this video link from [Diversity & Ability](#).

Access to work can also support you with getting a job, they have interview support that can be accessed with 24hrs notice. Follow these links to learn more and apply.

Areas Access to Work can support:

- a support worker or job coach to help you in your workplace
- a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- adaptations to the equipment you use
- special equipment
- fares to work if you can't use public transport
- disability awareness training for your colleagues
- a communicator at a job interview
- the cost of moving your equipment if you change location or job