

**Richard Taylor, Communications Director Induction**

**Wednesday 29<sup>th</sup> January - Day 1**

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| 08:00-08:30 | <b>Richard Taylor (Group Corporate Affairs and Communications Director) Arrival, Welcome, Walk around the team</b><br>Meeting Room: 1 <sup>st</sup> Floor Boscombe East, 1.32 |
| 08:30-09:00 | <b>GE pre-meet ahead of the Leadership Council &amp; 10@10</b><br>Meeting room: Wakefield, 1.19   |
| 09:00-09:30 | <b>Leadership Council</b> , Ground Floor Meeting Rooms  |
| 10:00-10:30 | <b>Ten @ Ten with Nick Read</b> – Ground Floor, Café Area (All Staff)   |
| 10:30-11:30 | Richard Taylor / <b>Mark Cazaly</b> , Head of Corporate Responsibility and Social Impact<br>Introduction<br>Meeting Room: 1 <sup>st</sup> Floor Boscombe East, 1.32           |
| 11:30-12:00 | Richard Taylor / <b>Martine Munby</b> , Internal Communications Director –Introduction<br>Meeting Room: 1 <sup>st</sup> Floor Boscombe East, 1.32                             |
| 12:00-12:30 | Richard Taylor/ <b>Patrick Bourke</b> , Government Affairs and Policy Director<br>–Introduction<br>Meeting Room: 1 <sup>st</sup> Floor Boscombe East, 1.32                    |
| 12:30-13:00 | <b>Nick Read, Group CEO/ Richard Taylor</b> - Introduction<br>Meeting Room, 1 <sup>st</sup> Floor CEO Office 1.18   |
| 13:00-14:00 | <b>Lunch</b>  |
| 14:00-15:00 | Richard Taylor / <b>Sonia Minhas, Executive Assistant</b> -Introduction<br>Meeting Room: 1 <sup>st</sup> Floor Boscombe East, 1.32  |
| 15:00-16:00 | <b>Communications Team Huddle</b> , – “Welcome and Introduction to Richard”<br>Cloak Lane 0.05, Ground Floor meeting room   |
| 16:00       | Day End   |

**Day 2 - Thursday 30th Jan**

- 08:30-09:00 **Tom Allison & Ed Orlebar (PR Agency TB Cardew)** & Richard Taylor - Introduction  
Meeting room: CEO Office
- 09:00-10:00 **Nick Read** & TB Cardew (*Weekly Every Thursday at 09:00 in Nick's Office CEO Room*)  
Meeting Room: CEO Office, 1<sup>st</sup> Floor
- 10:00-10:30 **Richard & Sonia** – Catch Up  
Meeting Room: 1<sup>st</sup> Floor Boscombe East, 1.32
- 10:30-11:30 Richard/ Matt/Amelia – **PSG Follow up meeting**  
Meeting Room: 1<sup>st</sup> Floor Boscombe East, 1.32
- 11:30-12:00 **Lisa Cherry, Group HR Director** & Richard Taylor – Introduction
- 12:00-13:00 Lunch – Keep Free
- 13:00-13:30 **Owen Woodley**, Chief Commercial Officer,  
Meeting Room: 2.29 Norwich
- 14:30-15:00 **Al Cameron, Group Operations and Supply Chain Director (Interim)** & Richard Taylor  
Meeting Room, Camden Market, 1.09
- 15:00-15:30 **Tom Cooper**, (Professional Business Services, Retail & Post Directorate) & Richard Taylor Introduction  
Meeting Room: Boscombe East, 1.32
- 17:00-17:30 **Robin Nuttall (McKinsey)** & Richard Taylor Introduction  
Meeting Room: Boscombe East, 1.32

Day End

**Day 3- Friday 31<sup>st</sup> January**

- 10:00-10:30 Sonia & Richard – Catch Up  
CALL: (Sonia working from home Friday's **GRO**)
- 14:00-14:30 **Emma Springham, Group Marketing Director** & Richard Taylor– Introduction  
Meeting Room: Boscombe East, 1.32
- 15:00-15:30 **Dan Zinner, Group Chief Strategy and Transformation Officer**, & Richard Taylor– Introduction  
Meeting Room: Boscombe East, 1.32

**Day 4- Monday 3rd January**

*(Sonia Covering Nick Reed, Group CEO & Avene Regan EA to NR, Lisa Jordan, Stefanie Rush, Natasha Jones for day to day help, Sonia on hand for any emergencies.*

- 11:00 -12:00     **Amanda Jones, Group Retail & Franchise Director (Interim) & Richard Taylor** - Introduction  
Meeting Room: 2<sup>nd</sup> Floor, Trafalgar Square, 2.02
- 14:00-14:30     **Carl Creswell & Eleanor Brooks** (Professional Business Services, Retail & Post Directorate) & Richard Taylor Introduction  
Meeting Room: Boscombe East, 1.32

**Day 4- Tuesday 4<sup>th</sup> January**

- 16:00 -16:30     **Jeff Smyth Group Chief Information Officer (Interim) & Richard Taylor** Introduction  
Meeting Room: Boscombe East, 1.32

**Day 5 - Tuesday 18<sup>th</sup> February**

- 12:00-12:30     **Ben Foat, Group General Counsel & Richard Taylor** - Introduction  
Meeting Room: 1<sup>st</sup> Floor, Ballimore 1.16

**Meetings to actions**

- Andy Kingham, Head of Network – Branch Visits in Richards local area, region Andy suggests and London branch visits day – Sharon will send Andy's availability week commencing 10<sup>th</sup> Feb 29/01
  - London Visit Day – **20<sup>th</sup> Feb – Sharon tbc with Iain**
  - Boscombe - Bournemouth
  - Branch visits in region of External Comms Field Team, Stuart Taylor, Mark Gibson, Richard Hall, and Owain Mumford. (From March) – **Sharon tbc with Andy**
- Monday PM weekly Lead Team meeting – 1 hour – Completed starting 3<sup>rd</sup> Feb
- Monthly Lead team meeting (in line with GE Monthly)– 3 hours
- 121's Richard & all of Communications and Corporate Affairs Team 30 mins
- Monthly 121s with Richard & Lead team, Patrick, Martine Mark & Sonia -60 mins
- Bolton site visit – March
- Chesterfield – March – **6<sup>th</sup> March Monika to confirm with Julie**
- Quarterly Creative/Planning Corporate Affairs and Communications