

Richard Taylor, Communications Director Induction

Wednesday 29th January - Day 1

08:00-08:30 **Richard Taylor (Group Corporate Affairs and Communications Director) Arrival, Welcome, Walk around the team**
Meeting Room: 1st Floor Boscombe East, 1.32

08:30-09:00 **GE pre-meet ahead of the Leadership Council & 10@10**
Meeting room: Wakefield, 1.19

09:00-09:30 **Leadership Council**, Ground Floor Meeting Rooms

10:00-10:30 **Ten @ Ten with Nick Read** – Ground Floor, Café Area (All Staff)

10:30-11:30 Richard Taylor /**Mark Cazaly**, Head of Corporate Responsibility and Social Impact
Introduction
Meeting Room: 1st Floor Boscombe East, 1.32

11:30-12:00 Richard Taylor /**Martine Munby**, Internal Communications Director –Introduction
Meeting Room: 1st Floor Boscombe East, 1.32

12:00-12:30 Richard Taylor/ **Patrick Bourke**, Government Affairs and Policy Director
–Introduction
Meeting Room: 1st Floor Boscombe East, 1.32

12:30-13:00 **Nick Read, Group CEO/ Richard Taylor** - Introduction
Meeting Room, 1st Floor CEO Office 1.18

13:00-14:00 **Lunch**

14:00-15:00 Richard Taylor / **Sonia Minhas, Executive Assistant** -Introduction
Meeting Room: 1st Floor Boscombe East, 1.32

15:00-16:00 **Communications Team Huddle**, – “Welcome and Introduction to Richard”
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 Cardrew** (*Weekly Every Thursday at 09:00 in Nick's Office CEO Room*)
Meeting Room: CEO Office, 1st Floor

10:00-10:30 **Richard & Sonia** – Catch Up
Meeting Room: 1st Floor Boscombe East, 1.32

10:30-11:30 Richard/ Matt/Amelia – **PSG Follow up meeting**
Meeting Room: 1st 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 31st 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: 2nd 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 4th January

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

Day 5 - Tuesday 18th February

12:00-12:30 **Ben Foat, Group General Counsel** & Richard Taylor - Introduction
Meeting Room: 1st 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 10th Feb 29/01
 - London Visit Day – **20th 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 3rd 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 – **6th March Monika to confirm with Julie**
- Quarterly Creative/Planning Corporate Affairs and Communications