**New to UQ – Senior Leaders Program**

FOR NEW TO UQ COORDINATORS

SUPPORTING NEW SENIOR LEADERS



Email Templates

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# Pre-commencement Email

Dear < >  
  
I would like to congratulate you on your appointment to a leadership role at the University of Queensland. We trust you will enjoy working here, that you will develop professionally at UQ and make a valuable contribution to the ongoing achievements of the University.

This email is to introduce you to The **New to UQ – Senior Leaders Program** designed to provide structure, guidance and support to you as you take up your new role. This is a new initiative under the UQ Leadership Framework. The Program identifies resources and information relevant to leaders at UQ based on the **New to UQ – Senior Leaders Program Framework** to support your successful transition and integration into life at UQ. Please visit the **New to UQ – Senior Leaders Program** [website](https://staff.uq.edu.au/information-and-services/development/leadership/new/about) for more information about the program.

If you would like to contact me to discuss the Program, please find my details below.

(Signature to be inserted)

# First Week Email

Dear < >  
  
Thank you for your participation in the **New to UQ – Senior Leaders Program**.

I hope your transition into <UQ/your new position> has progressed well.

By this stage of the program, new senior leaders would have obtained their staff ID and corporate card, completed online training modules, met their supervisor and direct reports, and have an understanding of some of UQ’s policies and procedures. Please visit the key information webpage of the **New to UQ – Senior Leaders Program** [website](https://staff.uq.edu.au/information-and-services/development/leadership/new).

If you would like to contact me to discuss the Program, please find my details below.

(Signature to be inserted)

# After Three Months Email

Dear < >  
  
Thank you for your participation in the **New to UQ – Senior Leaders Program**.

By this stage of the program, new senior leaders would have an understanding of their financial responsibilities, understand the performance development and appraisal process and had opportunities for professional networking such as the Welcome Lunch for Senior Leaders.

Please visit the **New to UQ – Senior Leaders Program** [web page](https://staff.uq.edu.au/information-and-services/development/leadership/new) for additional information on teaching and support services, research and career progress and appraisal.

If you would like to contact me to discuss the Program, please find my details below.

(Signature to be inserted)

# After Six Months Email

Dear < >  
  
Thank you for your participation in the **New to UQ – Senior Leaders Program**.

You have now been in your role as a <insert title> for six months and I was wondering how you are progressing with the program. Do you need any further information from me?

If you haven’t already, please visit the key information webpage of the **New to UQ – Senior Leaders Program** [website](https://staff.uq.edu.au/information-and-services/development/leadership/new/about).

If you would like to contact me to discuss the Program, please find my details below.

(Signature to be inserted)

# After 12 months – End of Program Email

Dear < >  
  
Congratulations on completing the **New to UQ – Senior Leaders Program**. I hope that you found the program valuable in transitioning to your new role as a <insert title>.

We encourage senior leaders to participate in UQ’s Leadership survey which is a 360-degree feedback tool. For more information about the leadership survey please visit the [UQ Leadership](http://hr.uq.edu.au/leadership) website.

If you have any feedback regarding the program please contact the organisational development unit at [organisationaldevelopment@uq.edu.au](mailto:organisationaldevelopment@uq.edu.au)

Thank you for your participation in the **New to UQ – Senior Leaders Program**.

If you would like to contact me to discuss the Program, please find my details below.

(Signature to be inserted)