



Work Shadowing Scheme Information Pack

What is work shadowing?

Work shadowing is a process by which one person (the Shadow) visits another (the Host) to experience their work for an agreed period of time.

The aims of the work shadowing scheme are:

- to broaden our knowledge and understanding of colleagues' roles and sections;
- to bring people together who might not normally have contact;
- to provide networking opportunities across the organization;
- to provide the opportunity for staff to observe and share good practice;
- to encourage greater understanding of different working styles and experiences;
- to help staff identify areas for further personal development and widen experience, skills and future career opportunities;
- to support opportunities for self-development and reflection.

Duration of a work shadowing placement

We recommend a minimum of one day and maximum of three days. The Shadow and Host should agree in advance how this time period will be divided amongst activities.

Eligibility

The scheme is open to all staff from Glasgow Museums who have successfully completed their probation period.*

**Please note: line managers cannot shadow their own staff.*



How do I apply?

First get permission from your line manager and discuss with them the type of role you would like to shadow, what you want to get out of the experience and the learning and skills you hope to obtain. The period and activity to be shadowed should also be discussed and agreed with your line manager.

Once the work shadowing has been agreed in principle with your line manager, a completed and signed Work Shadowing Application form should be returned to Julie Taylor, Programme Coordinator.

There is no application deadline – applications are accepted on a rolling basis. Placements will take place at dates suitable for both Shadow and Host.

For further information about the application process and to receive an application form, please contact Julie Taylor (based at Glasgow Museums Resource Centre):

E: Julie.Taylor@glasgowlife.org.uk

T: 0141 276 9363

