

## SEAT-CHANGE CHECKLIST

CURRENT SEAT		
	Task	Status
1.	Handover note for supervisor	
2.	Handover note for other relevant associates / team members	
3.	Handover note for incoming trainee	
4.	Handover meeting with supervisor / relevant associates	
5.	Handover meeting with incoming trainee	
6.	File all relevant documents and emails on system and in hard copy (where appropriate)	
7.	Add incoming trainee to relevant email chains (if approved by supervisor)	
8.	Notify third parties (client, external counsel, etc.) of your upcoming seat-change (if approved by supervisor)	
9.	Thank supervisor, associates, secretary for their support!	
NEW SEAT		
	Task	Status
1.	Introduce yourself to new supervisor	
2.	Handover meeting with outgoing trainee	
3.	Ensure added to relevant email chains (if approved by new supervisor)	
4.	Notify supervisor of upcoming vacation / add to team holiday calendar	
5.	Introduce yourself to new secretary	
6.	Refresh knowledge on practice area / training materials	