**INDUCTION PLAN – EXAMPLE**

This is an example to help you consider how to put an Induction Plan together if your new starter isn’t in a role that has a formal induction/training plan.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time** | | | | | |
| **09.00 - 10.00** | **10.00-12.00** | **12.00-12.30** | **12.30-2.00** | **2.00-3.00** | **3.00-5.00** |
| Monday | **8th Nov** | Meet with Line Manager. Intro to team, facilities, log in system etc. | Overview of Organisation - directorates, values and behaviours | LUNCH | Overview of IT systems | Start Mandatory Training | Start Mandatory Training |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
|  | | | | | | | |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |

Consider;

* Who should they need to meet
* What systems do they need training on
* What training for their job is needed
* Time to complete mandatory training etc.
* Introductions
* Courses to be enrolled on etc.