



## Employee induction pathway

Employee induction is not an event. It is a process as your new staff find their feet and start being productive.

Too often induction is a training course with a deluge of information that has little relevance to the brand-new starter and is quickly forgotten, or in many cases, it is left up to the line manager to do a quick walk around the office, and maybe tick a few boxes on an online system.

Better to make your new starters feel welcome from day one, and then give them activities during their first few weeks that embed the information they need to be an effective part of the team.

This induction pathway template has all the required information for a thorough and comprehensive induction. It can be personalised to your company within hours and will provide from day one all the key subject areas your new starters need to know at a rate they can absorb the information. All you need to do is:

### Initial set up, one time only

- Go through each module and personalise to your company name and any terminology.
- Copy and paste, or link to relevant information from your existing employee handbooks, your intranet or other repository.
- Check that the learning pathway activities are relevant to your organisation and add or amend as appropriate.

### Ongoing management

- Enter user information via the administration portal and your new starters will receive their first email or SMS text to alert them to log on to the pathway.
- Thereafter all activity is automated and reports of activity are available.
- ✓ Good first impressions significantly influence a new starter's attitude, motivation and retention
- ✓ Brings the induction process to life by engaging the starter with many people in a managed way
- ✓ New starters stay at their place of work and embed the learning into their workflow
- ✓ Builds respect and transfer of experience – line managers involved throughout.
- ✓ Sets a precedent for a new starter that learning, coaching and mentoring are the norm
- ✓ Consistency of message across the company with all new starters
- ✓ Encourages behaviours that are in line with employment, and health and safety legislation
- ✓ Immediate identification of any potential employment issues

### Induction pathway modules

#### Week 1 - Finding their feet

- Orientation including health and safety
- The work you do
- Attendance
- Rights and rewards
- Standards of conduct

#### Week 3 - Understanding the business

- Purpose, vision and values
- Continuous improvement
- Serving the customer
- Marketing activities and public perception
- Working as a team

#### Week 2 - Taking personal responsibility

- Quality standards
- Competency framework
- Keeping healthy and safe
- Getting and using information
- Money, expenses and fraud

#### Week 4 - Your job role & personal development

- Learning and development
- Performance management and probation
- Job description and objective setting
- Development priorities
- Next steps

