

Example Induction Plan Template

Name: _____

Role: _____

Start Date: _____

Probation End Date: _____

Item	Information available from	Time Period	Date / Staff Signature
DOMESTIC INFORMATION			
Introduction to colleagues Building Layout Internal & External/ Fire Exits, Procedures & Security Telephone System Meal Breaks Car Parking (where applicable) Travel Any other specific details to Post/Project ID Badges	Line Manager Project literature Job Description	First Day Within four weeks	
JOB DESCRIPTION			
Discuss the Job Description & criteria within the person specification. Agree and plan for any specific areas of learning/development that arise from the discussion.	Line Manager	First Day	

PERFORMANCE MANAGEMENT & EXPECTATIONS			
Code of Conduct Staff Handbook Probation & Induction Policy Diversity, Equality and Inclusion Policy Disciplinary and Grievance Policies Social media	Line Manager Policy Handbooks	Week One	
Health & Safety Lone Working Policy DSE Workstation Assessment First Aid Fire Exits / Drill procedures Basic Safety Rules Accident/ incident and near miss reporting Specific details to Post/Project	Line Manager Policy documents Line Manager/staff member to instruct on procedures and where things are kept.	Week One	
TERMS AND CONDITIONS Salary System – /Toil Pay Date / Method Expenses Sickness absence arrangements Attendance and Leave Policy Pension Wellbeing & Benefits	HR System/ Policies	Week One	

Role Expectations			
Key Tasks & Objectives Access to reporting & recording systems Safeguarding clients Working Practices	Line Manager/staff member to instruct on working practices. Job shadowing	Months 1-3	
Core Organisational eLearning to be completed			
Data Protection Essentials Safeguarding Manual Handling First Aid Equality, Diversity & Inclusion DSE Mental Health Awareness- Wellbeing at work	Can be found at:	Months 1-6	
Role Related Learning			
Client recording system Mentoring clients Confidentiality & Professional boundaries Roles Specific Activities	Job Shadowing/ Mentoring Activity	Months 1-6	