**HR Manager Induction Plan**

### **1. Cover Page**

* **Company Name**
* **Title:** HR Manager Induction Plan
* **Date of Issue**
* **Prepared by:** [HR Director/HR Lead Name]
* **Version Number** (if applicable)

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### **3. Introduction**

* Welcome message from the HR Director or CEO
* Importance of the HR Manager role in achieving the company’s mission
* Purpose of the induction: To equip the HR Manager with the knowledge, tools, and skills required to lead HR functions effectively

### **4. Objectives of the Induction Plan**

* Familiarize the HR Manager with company policies, mission, and values
* Introduce HR processes, compliance, and legal requirements
* Equip the HR Manager with knowledge of key HR software tools and platforms
* Ensure a clear understanding of the HR Manager’s role, responsibilities, and expectations

### **5. Pre-Induction Activities**

* **Document Preparation:** Contracts, offer letters, and onboarding checklist
* **Equipment Setup:** Laptop, phone, email access, and HR management system access
* **HR Induction Kit:** Company handbook, HR policies, HR technology guides, and important contacts
* **Pre-Induction Training:** HR software tutorials, access to learning platforms, and compliance videos

### **6. Induction Schedule**

**Day 1 Schedule**

| **Time** | **Activity** | **Responsible Person** |
| --- | --- | --- |
| 9:00 AM – 9:30 AM | Welcome & CEO Introduction | CEO/HR Director |
| 9:30 AM – 10:30 AM | Meet the HR Team | HR Director/HR Team Lead |
| 10:30 AM – 11:30 AM | Company Overview | HR Director |
| 11:30 AM – 12:30 PM | HR Role-Specific Introduction | HR Director |
| 12:30 PM – 1:30 PM | Lunch | New Hire |
| 1:30 PM – 2:30 PM | Tools and Technology Overview | IT Support/HR Director |
| 2:30 PM – 3:30 PM | HR Policies and Compliance | HR Director |
| 3:30 PM – 4:00 PM | Q&A and Wrap-Up | HR Director |

**Week 1 Schedule**

| **Day** | **Activity** | **Responsible Person** |
| --- | --- | --- |
| Day 2 | Meet Department Heads | Department Heads |
| Day 3 | In-Depth Review of HR Policies | HR Director |
| Day 4 | Compliance and Legal Guidelines | HR Legal Advisor |
| Day 5 | Familiarization with HR Tools | IT Support |

**First Month Schedule**

* Participate in key HR initiatives
* Develop a 30-60-90 day action plan
* Attend leadership development sessions

### **7. Roles and Responsibilities**

* **HR Manager:** Lead the HR department, implement policies, and support organizational growth
* **HR Director:** Provide guidance, supervision, and mentoring
* **IT Team:** Set up HR tools and access
* **Legal Advisor:** Train on legal and compliance issues

### **8. Key HR Functions and Responsibilities**

* Recruitment and Onboarding
* Talent Management and Development
* Employee Relations and Conflict Resolution
* Performance Management
* HR Compliance and Risk Management

### **9. Performance Expectations**

* Meet KPIs for hiring, employee satisfaction, and compliance
* Implement HR initiatives within the first 30-60-90 days
* Drive employee engagement and retention strategies

### **10. Conclusion and Follow-up**

* End of probation review
* Performance review at 30, 60, and 90 days
* Final acknowledgment and signature