

## INDUCTION PLAN EXAMPLE

Induction plan for:

Date started in role:

PRE-EMPLOYMENT			
Task	Activity	By whom	Completed
Welcome pack	<ul style="list-style-type: none"> <li>Written statement of particulars/employment contract</li> <li>Welcome lunch and first day arrangements including documents to bring and a new starter form to complete</li> </ul>	HR/Senior manager	
Team awareness	<ul style="list-style-type: none"> <li>Team new joiner announcement</li> </ul>	Line manager	
Technology	<ul style="list-style-type: none"> <li>Access to company technology/set up email account</li> </ul>	IT	
DAY 1			
Welcome	<ul style="list-style-type: none"> <li>Induction: policies, procedures, employee handbook</li> </ul>	HR/Manager	
Welcome	<ul style="list-style-type: none"> <li>Health &amp; safety, emergency exits, fire drills etc,</li> <li>Assign Buddy</li> </ul>	Health and safety officer manager	
Welcome	<ul style="list-style-type: none"> <li>Role requirements, team and structure, performance measures</li> <li>Training and E-learning schedule</li> <li>Lunch</li> </ul>	Whole team	
WEEK 1			
Training	Data protection, anti-bribery, compliance	E-learning	
Pre-scheduled meetings	Attend meetings with... <ul style="list-style-type: none"> <li>Meeting 1</li> <li>Meeting 2</li> <li>Meeting 3</li> </ul> End of week meeting with manager	Add Employee name  Line manager	
MONTH 1			

Task	Activity	By whom	Completed

**MONTH 2**

Task	Activity	By whom	Completed

**MONTH 3**

Task	Activity	By whom	Completed

**ACKNOWLEDGMENTS AND SIGNATURES**

Name:.....

Line Manager:.....

Signature:

Signature: