

## 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</li> <li>Welcome lunch and first day arrangements including documentation to bring and 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			
Task	Activity	By whom	Completed
Welcome	<ul style="list-style-type: none"> <li>Induction: policies, procedures, employee handbook</li> <li>Health &amp; safety, emergency exits, fire drills etc,</li> <li>Assign Buddy</li> <li>Role requirements, team and structure, performance measures</li> <li>Training and E-learning schedule</li> <li>Lunch</li> </ul>	HR/ Manager  H&S officer Manager  Whole team	
WEEK 1			
Task	Activity	By whom	Completed
Training  Pre-scheduled meetings	<ul style="list-style-type: none"> <li>Data protection, Anti-bribery, Compliance</li> <li>Attend meetings with...               <ul style="list-style-type: none"> <li>Meeting 1</li> <li>Meeting 2</li> <li>Meeting 3</li> </ul> </li> <li>End of week meeting with manager</li> </ul>	E-learning 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

**ACKNOWLEDGEMENTS AND SIGNATURES**

NAME: \_\_\_\_\_ LINE MANAGER: \_\_\_\_\_

SIGNATURE:

SIGNATURE: