Why you should attend this course?

Hiring a new member for your team is often time-consuming and costly. When you have finally offered the right person the job, you want them to settle in and start working productively as soon as possible, and be retained for as long as possible. Too many companies however, have erratic, unstructured Induction Programmes that involve little more than filling in forms and showing new employees the bathrooms - which often leaves the "newbies" feeling overwhelmed / underwhelmed, bored or feeling they have chosen the wrong job!

A professionally organised and delivered induction programme is your new employees' first proper impression of you and your organisation. It is an excellent opportunity to reinforce their decision to come and work for you and helps to ensure that they feel comfortable in their new job and understand the corporate culture of the company they are joining. They are therefore more likely to settle quickly, have no negative impact on their colleagues, grasp their responsibilities clearly, use up less of their manager's time and become productive quickly.

Who should attend this course?

Previous delegates include: Academy Coordinator, Assistant Director; HRD Manager, Deputy Director, ETDP Trainee, HR Admin Officer, HR Administrator, Branch Manager, HR Coordinator, HR Generalist, HR Intern, HR Manager, HR Officer, Learning & Development Administrator, Managing Director, Reporting & Compliance Officer, Safety Manager, Skills Facilitator, Training & Development Officer, Training Administrator, Training Officer

What can you expect to learn?

- Discovering the benefits to your organisation of an effective induction programme, including reduced start-up costs, employee turnover and time wastage
- Defining the goal that you want to achieve with your induction programme
- Deciding on the main elements of the induction programme
- Setting up a practical, effective time frame for the induction programme, and ensuring all stakeholders are involved at minimum disruption to daily activities
- Implementing on-going support such as a “Buddy” system or regular reviews with the manager to guide performance and behaviour
- Reviewing the effectiveness of your induction programme and “tweaking” it where necessary
Looking at the fundamentals that make up a good Induction Programme

- General Orientation
- Departmental Orientation
- Specific Job Orientation

Identifying the key players

- Identifying the various parties that must be involved during Inductions
- Who in the organisation should ideally run the Induction Programme?

Identifying the costs versus benefits of an intensive induction programme:

- Development and start-up costs
- Measurable impacts
- Benefits, including: reduced anxiety, reduced employee turnover, time saving for superiors, realistic job expectations, positive attitudes, job satisfaction

Planning the format and content of the induction programme, looking at:

- Comprehensive staff introductions
- Building tours: what you need to show new employees both legally and to assist them in their roles
- Health and safety training – from technical specifics to locating the notice board
- Compiling a run-down of day to day tasks and expectations
- Including task assessment components to the programme

Discovering the most common things organisations do during induction programmes that “put off” new employees:

- Providing text based training that requires hours and hours of reading
- Talking in corporate speak and acronyms that is hard to understand or relate to
- Using lots of negative language like “don’t” and “never”
- Forgetting the how – telling new employees what to do, but not how and why to do it!

Essential guidelines to follow when conducting the induction programme:

- Techniques to rapidly make new employees feel at ease
- Providing all necessary information when it is appropriate
- Sharing organisational goals
- Introducing immediate and senior management
- Allaying fears and doubts – and looking for warning signs that there are fears and doubts!