LOGO

# INDUCTION SCHEDULE

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| **Name** |  |
| **Department** |  |
| **Start Date** |  |

Your induction and training will be conducted during your first three months with the ABC Company (ABC)

You will be provided with the information, resources and support necessary to help you to:

* Settle in and quickly become productive in your workplace
* Feel welcome and secure while adjusting to your new work environment
* Understand your role in the department, including expected behaviours and responsibilities.

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| **Day 1**9.00-10.30am | Manager/Supervisor Name (Title) | Housekeeping * Toilets
* Kitchens
* Fire Exits
* Building and evacuation procedures
* Security
* Parking
* Social events coming up
* Casual Friday
* Where to purchase lunch
* Public Transport

Peripherals * Facsimile
* Photocopier
* Telephone

Computers (at their desk)* Logon and password
* Outlook
* Intranet – location of important sites
	+ Orientation & Induction presentation
	+ Policies & procedures
	+ Employment manual
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| **Day 1**(time) | Manager Name (Title) | * Overview of Department
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| **Day 1 or 2**(time) |  | Welcome to ABC Induction and Orientation program;Make yourself comfortable, spend the time in getting to know us, and our expectations of you via the presentation available on our intranet site. * Message from the CEO
* Introduction to ABC
* Our history
* Mission statement
* Vision
* Culture
* Our people
* Human Resources Policies & Procedures
* Employment handbook
* ISO Accreditation (overview) if applicable
* Review of policies and procedures on the intranet
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| **Day 1 or 2**(time) |   | Welcome to ABC Occupational Health & Safety session via the presentation available to you on the intranet site. You will see that ABC takes the safety and well being of their employees very seriously.* Overview of OH&S including bullying and harassment
* Review policies and procedures on the intranet
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| **Day 1 or 2** |  | At desk * Finalise paperwork
	+ Ensure all employee paperwork finalised promptly and sent back to your Manager or Business Manager. This includes, Employment agreement signed, completed tax declaration, superannuation and signed policy acknowledgment form
	+ Sign & acknowledge that all company policies and procedures have been read and understood.
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#### *Notes about Training*

During your induction period, if you feel at anytime the level of training you are receiving is not sufficient for you to be able to do your job competently, please advise your manager/supervisor immediately so that additional training can be arranged. It is very important for the quality of work that ABC produces, that you are competent with the equipment that you are required to utilise to be successful in your new role.

Remember that your buddy is there to assist you with any aspect of your new role so please talk to them about any concerns that you have.

We hope you enjoy your induction.

*Welcome to the team!*