

## Induction plan

First impressions always count. A structured, well-planned and well-timed approach to onboarding will increase employee engagement, improve performance and reduce turnover rates. When planning a first week induction for new starters, you can adapt the attached template.

One of the most important parts of an induction week is ensuring that the new starter meets the key colleagues they will be working alongside. Ensure to set up individual meetings with these colleagues so that the new starter understands their roles within the business and where theirs fits in.

### Induction plan

Day	Time*	Department / activity	Key contact (Name and position)
Monday	AM	Welcome meeting with line manager Introductions Health and Safety Lunch with colleagues	
	PM	Tour of the business Housekeeping The job role and objectives	
Tuesday	AM	Induction project set Meet the team Job training Individual meetings with key colleagues	
	PM	Meet the team contd. Job training contd. Induction project work Individual meetings with key colleagues	
Wednesday	AM	As above Mid-week check in with line manager	
	PM	As above	
Thursday	AM	As above	
	PM	As above	
Friday	AM	As above Summarise induction project	
	PM	Check out by Line Manager to review the induction week Learning from the week What's gone well? Any outstanding questions? Concerns? Discuss and review results from induction project Agreed actions	

\*Be specific