

# Induction Plan Template and Flow

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## **Suggest Flow – New Colleague Starter Induction Programme**

- Ice Breaker (see next 2 slides)
- Introductions: Colleagues introduce themselves or as an ice breaker, colleagues introduce each other
- Provide briefing on the company
- Who are we, our history, what we stand for, organisation structure, company mission, vision & values (if applicable)
- Mandatory Training (e.g. Manual Handling Training, HACCP, Food Safety, PPT, GDPR)

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- Important areas for specific businesses: e.g. focus on customers & the business expectations
- A typical day (generic or specific depending on the audience)
- Other: Wellness, Recognition Colleagues, Benefits such as an EAP, Team Huddles, where to find more information, Buddy System, Simple Rules (smoking only on breaks etc)
- Tour: Canteen, locker room, smoking area
- Documents: Opportunity to fill in New Starter Forms, Emergency Contact Details, collect signed contracts, verify passport & right to work documentation, give out job descriptions
- Hygiene Factors: When they receive their payslips, breaktimes, absence policy

# Induction Agenda and Suggested Timings

Title Area	Timing	Who
Ice Breaker	15 mins	Facilitator & All
Introductions	15 mins	All
The Company	10 mins	
Mandatory Training	60 – 90 mins	
Our Customer (or Something else important)	10 mins	
A Typical Day	10 - 15 mins	
Other (Wellness, Recognition Colleagues, Benefits such as an EAP, Team huddles, Where to find more information, Buddy System, Simple Rules (smoking only on breaks etc), Payslips, Breaks, Absence policy)	20 mins	
Tour	Company specific	
New Starter Docs	20 mins	
Close	5 mins	

# Suggested Ice-Breaker 1

## Fun Questions:

Asking fun questions is an easy and effective ice breaker game. To play, simply go around the room and have each person provide an answer to a fun question. The questions are up to you, but if you're stuck, here are a few ideas:

- If you're stranded on a desert island and have the option of bringing three items with you, what three items would they be?
- If you could be any animal, what would you be and why?
- What was the first concert you ever went to?
- If you could have any celebrity over for dinner, who would it be and why?

These questions serve two purposes - firstly, they allow your new starters to get into a fun, more creative mindset & relax. Secondly, they encourage conversation on topics typically reserved for outside the office, which enables members of your team to get to know one another on a deeper level.

## Suggested Ice-Breaker 2

### 18 & Under

- 18 & under is an engaging and unique way to encourage team members to share fun or interesting stories with one another. Before a meeting, simply go around the room, and ask each person to share one accomplishment they had before they turned 18.
- Undoubtedly, you'll get some of lesser importance, like "I bought a skateboard," but you never know what hidden skills you might discover in your colleagues / New Starters.

## Suggested Ice-Breaker 3

### Birth Map

- Place a map & a set of pins at the front of the room before the session. As people walk in, ask them to place a pin on the map to indicate where they were born or raised.
- As the map fills up with pins, people will learn about how diverse their teammates might be. Allow some time at the end of the meeting for your colleagues / New Starters to walk up and look more closely at the map.