

# Induction Training Plan Sample Agenda, Day 1

### Induction Training Plan – Guidance Note

Your induction training plan should include these 11 steps:

	Ice breaker (see examples overleaf)
	Introductions: colleagues introduce themselves or as an ice breaker, colleagues introduce each other
	Provide briefing of 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)
	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 of 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 Training Plan – Sample

The table shows how you can structure and time your induction training

Title area	Timing	Who
<b>PART 1: INTRODUCTION</b>		
Ice breaker (see examples on next page)	15 mins	Facilitator and all
Introductions	15 mins	All
My Team	10 mins	
Our Values		
<b>PART 2: INFORMATION</b>		
Policies and Procedures		
A Typical Day		
Customer Charter & Guest FAQs		
Key Information for Staff		
Mandatory training		
<b>PART 3: TRAINING</b>		
Overview of mandatory training and scheduled dates		
Overview of e-learning training and deadline for completion		
Cross training / other and scheduled dates		
<b>PART 4: Tour</b>		
Back of house tour		
Front of house tour		
Close		

## Sample Icebreakers

Ice breaker questions serve two purposes

1. They allow your new starters to get into a fun, more creative state and relax.
2. 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.

### Ice Breaker 1

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:

- You're stranded on a desert island and can bring 3 items with you. What are they?
- 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?

### Ice Breaker 2 - 18 and 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.

## Sample Icebreakers

### Ice Breaker 3

- 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.