The Induction Toolkit
– Activity Summary –

SECTION ONE: Tools for Human Resources or Training Departments

1. Induction Policy

This unit helps you create the resources to support a comprehensive and consistently delivered induction program.

2. Producing Induction Materials

The tools in this unit enable you to produce effective resources and materials to support your induction program.

3. Planning Induction

A collection of tools to help you plan your induction program realistically.

4. Training Induction Trainers

With these tools, you will be able to plan the training of those who will be responsible for new members of staff during an induction program.

5. Evaluating Induction Training

It's essential to evaluate the success of induction training, and these tools will show you how to do this.

SECTION TWO: Tools for Managers

6. Defining Responsibility

A collection of tools to help you define your own responsibilities for inducting new members of staff, and to assist you in encouraging your team to support the process.

7. Planning to Welcome the Individual

Every newcomer to the organization needs to feel special and wanted. This unit helps you achieve this goal by showing you how to plan for new employees on an individual basis and work to their targeted needs.

8. Induction Training Activities

Ideas for induction training activities that are both participative and stimulating.

9. Monitoring Progress

Monitoring and supporting your induction trainees is vital; these tools will assist you in evaluating their progress and the induction process in your organization.