

Grid builder notes | Start here!

Guidance on how to develop and use this grid

This grid serves as a simple, high-level example of a 12-week staff induction program.

The element titles serve as "idea triggers" for suggested modules in a typical staff induction program.

The elements have the same content template structure - but no specific detail populated within as this is, invariably, very specific to each organization.

As such, as a first step, the grid will need to be configured to your own organization. You should:

- Add specific content to the modules - including assignment of in-house experts
- Add all new modules
- Adjust and add to the template element content areas as required - for example, adding photos/video areas when needed
- Schedule (drag-and-drop) the elements across the timeline - as relevant to how you want to pace this program (remembering not to overwhelm new inductees in the early stages!)

With the creation (and continuous improvement) of this master grid, you can then create a clone/copy for each specific new inductee (tailoring this further to the individual as required).

Top tips re: labelling system

For the master grid, you might want to consider using the labelling system to track the development of the overall grid; for example "Module assigned", "Work in Progress" and "Complete".

Typically, we see an overall grid builder (say HR Lead) taking responsibility for this - assigning module development to colleague experts but remaining in the lead for overall QA sign-off.

For specific grids (created for individual inductees - master grid cloned), you might want to consider using the labelling system that is currently configured i.e. to track an inductee's confidence/progress through the program. An inductee can then update the element labels as they proceed - and the HR Lead then has an immediate graphical overview of this - identifying areas where further support intervention is required.

Suggested label legend for specific (individual) staff induction program:

Labels