



# Staff Induction | Example 12-week program

Grid Library > Method Grid Store

Stages	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Themes									
Company overview	Grid builder notes   Start here!	Glossary of key terminology	Core product/service offerings	Key performance targets	Overview of key clients	Overview of key suppliers	Industry and competitor overview	Company website overview	
	Company history	Business plan	Overview of operating model	Overview of brand bible and guidelines					
	Core values								
	Organizational structure								
	Vision, mission and objectives								
	Key staff overview								
HR and Legal	The induction process   Kick-off meeting	Illness and sick pay	Business card	Company car	Staff Policies	Induction process   check in	Overview of competency framework	Overview of quality management system (QMS)	
	Mentor assignment and introduction	Pension plan	Company credit card	Gym membership					
	Employment contract	Holiday entitlement	Data protection policy	Health care plan					

### About this grid

This is an example (12 week) staff induction program.

Every organization, large or small, should have a well-considered induction program that provides a new employee with a (lasting!) positive first experience of the organization.

It should provide all the information that new employees need as well as supporting them in the social integration into their new working environment.

A staff induction process needs to be heavily bespoke tailored - for the specifics of the organization (and the new inductee).

This grid simply provides a starting template with "idea triggers" as to potential induction modules. These modules can then be scheduled over an assigned period (making sure not to overwhelm new joiners in the early stages!).

Once downloaded to your grid library, this master staff induction grid can then be modified (and continuously updated).

The master grid can then be clone copied for any specific new inductee (with any further individual modifications made). Finally, the grid's legend system can be used to track inductee confidence/progress through the program.

\*There is no element content - as this is all highly specific to the actual organization.