

Activities

Outcomes

1. Welcome and history of organisation

Feel welcome and be familiar with organisation

2. Delegates' introduction

Able to identify other delegates and their respective departments

3. Department presentations

Feel familiar with department functions

4. Covering IT policy

Are familiar with IT policy and reduce IT violations

5. Lunch with Managing Director and attendees' own managers

Feel welcome and important to the organisation

6. Tour of organisation premises

Familiar with organisation premises

7. Photographs and signing of attendance document

Identification card and acknowledgement of legal compliance

IT, information technology.

FIGURE 1 The activities and outcomes of a new induction programme