

Staff Induction Programmes

Purpose: This document is designed to detail all elements that should be included in an induction programme for staff being inducted into the Service/Faculty.

Any member of staff should go through an induction programme if they are:

- New to the Service/Faculty – both permanent and temporary contracts
- Moving within the Service/Faculty to a different role
- Returning from maternity leave
- Returning from long term sickness absence
- Individuals working within the Service/Faculty as a student placement or on work experience

Key topics to discuss with staff member: *The topics below should be discussed with your employee within the first week of their employment, preferably within their first two days. For those staff moving to a role within the same Service/Faculty you may not need to cover topics 2,3,6,11.*

	Topics	Discussion points	Were the topics understood? Is further discussion required?
1	Objectives of induction programme and induction schedule		
2	Culture of organisation		
3	Culture of Service/Faculty		
4	Culture of team and department		
5	Leadership style and culture (for those in management roles)		
6	The importance of cross team working		
7	Service/Faculty approach to communication including Department meetings, team meetings, how updates from Exec/SMT meetings are communicated		
8	Service/Faculty Values		
9	Line manager expectations and behavioural standards		
10	Probationary period		
11	Approach to development/development needs		