



Notes from Induction Session

CLC Members Seminar

July 2016

Feedback from first activity: What are you currently doing in your organisation?

Working	Needs Improving
<ul style="list-style-type: none"> • Easy to access • Mentoring and Buddying • Pinpoint people to resources • Culture / topline • Checklist for managers and employees • Elearning • Not pouring knowledge into people's heads • Contact day (instead of new joiner day) • Worksheets • L&D learning journal 	<ul style="list-style-type: none"> • Pointless meeting people don't understand • Tick box exercises • Acronyms / language they don't understand • Elearning (because of internet connections) • Signposting elements needs improving • Feedback process (make it 2 ways) • Skills audit • New joiner event

Feedback from second activity: Where might you have gaps in the areas being covered?

Activity	Type of induction
Training before they start	Local and skills
Less good at basic stuff, reliant on local managers	Local and skills
Not consistent in level of information given, reliant on local not HR delivery	Organisation corporate
Making people feel welcome	
Organisation induction given by managers (or unit staff) not central	Organisation
Giving managers the skills to do stuff we expect	Local
Welcome pack and/or email	Local
Checklists	Local
Refresher induction when policy / culture changes	Corporate
Not in our control and rely on managers	All
Local induction varies depending on managers	Local
Not doing skills and local inductions	Skills Local
Not covering policies and procedures or clarifying information	Corporate
Poor communication and no support for managers	Local
Inconsistency of line managers	Local