



## Topics by type of induction

This document shows the output from a short group activity during Gill Chester's session on Induction at the Charity Learning Consortium members' meeting on 18<sup>th</sup> May 2022.

Delegates were asked to suggest some of the topics that should be covered under four types of induction categories.

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### Corporate Induction

- Mission / vision / values
- Representation and beneficiaries
- Norms
- Business plan (filtered)
- Structure
- Policy/Procedure
- Induction to people and building
- Want to feel inducted
- Before journey
- Communication
- Decision making Board/Trustee
- Heads of department
- Tour of intranet
- History
- Identify
- Hierarchy structure
- CEO/Exec/SMT
- Organisation structure
- Management leadership team
- Business strategy
- Business financials
- Purpose and reach
- What the organisation does
- Locations
- Jargon
- Strategy
- Stakeholders
- KPIs
- Where you fit in
- Policies
- How decisions are made



## Compliance Induction

- EDI
- Safeguarding
- Professional boundaries
- H&S
- Manual handling
- GDPR
- Equipment
- Depends on the organisations needs
- Role-specific – not necessarily legal
- Building specific (e.g., fire exits knowledge)
- Right to work
- Cyber security
- HR policies
- Code of conduct
- Policies and where to find them
- Environmental policies
- DSE
- Safeguarding
- Lone working
- ICT
- Qualification/training
- The reporting structures
- Qualifications (role-specific)
- ID and password
- First aid
- Sent on training a couple of days after starting
- Terrorist attack
- IT/social media
- ID/Security cards
- Timekeeping
- Reporting sickness
- Regulated activities

## Local/Team

- Flexible arrangements
- Line management structure
- Who's who in the team
- Know your customers/clients/end users
- Team meetings, 121,
- Key stakeholders
- Local processes and procedures
- Rotas and shift patterns
- Breaks, lunch etc.
- Who do I speak to if...?



- Who's who
- Operations manager/facilities manager
- Smoking area
- Birthday protocol
- Fire exits
- Dogs in the office
- Social events
- Where to sit
- Wi-Fi
- Username/passwords
- Access
- Lunch places/time
- Hours, workplace, flexitime
- Who buys milk?
- Toilets and office facilities
- Meet and greet – coffee
- Identify and arrange meetings with key stakeholders
- Key contacts, e.g., car parking problem
- Understanding support systems
- Team building activities
- Org chart

## **Person/Skills/Role**

- New manager training
- Adapting to culture