# Example Induction Activities

**PREPARING FOR DAY 1**

The aim of the induction schedule and programme is to provide some structure to help staff get to know their role, colleagues, and the University in addition to providing a warm welcome to the University. Example welcome emails**:**

[**From the Line Manager**](https://www.worc.ac.uk/personnel/904.htm)

[**From HR**](https://www.worc.ac.uk/personnel/705.htm) **to** [**New**](https://www.worc.ac.uk/personnel/904.htm) **Starter**

**DAY 1**

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| **TIME** | **ACTIVITY** | **AIM** |
| 9.00am-  9.30am | New staff member will arrive as per the details agreed in the joining email sent during the previous week from the line manager.  The line manager will meet and greet the new employee and bring them into the department. | This email will not only cover off some details to let them know they can bring their lunch or purchase on campus, but also where and when to report on first day along with some guidelines about dress code.  **If Right to Work documents haven’t been provided, liaise with HR to have these documents checked as the first item of the day.** |
| 9.30am- 10.00am | Employee Requests IT Passwords and Settings if ready / DSE Self-Assessment  DSE guidelines and Assessment can be found [here](https://www.worc.ac.uk/facilities-staff/display-screen-equipment.html) | Issue IT user settings and passwords.  Opportunity to ensure that PC is correctly set up and identify any potential IT additional software, equipment or training that may be required. |
| 10.00am- 10.30am | Tour of Campus | This is an opportunity for the department buddy to take the new starter around the campus, explain a little about it and start to get to know the new team member.  Also, a time to show the desk/office space, where the toilet facilities are and offer a tea/coffee/water. |
| 10.30am-  11.30pm | Welcome meeting with Line Manager and team introductions. | Time to discuss the induction programme and review the schedule for the first week. Best practice recommends that you ask your new team member if they have anything they would like to include.  This is a good time to introduce the department/team organisation structure. |
| 11.30am-12.30pm | Introduction to their role | Opportunity for on the job training or to start to take a look at some related documents or software. |
| 12.30pm- 1.00pm | Lunch | A member of the team (possibly the buddy) should invite the new person to join them at lunch time. This is an opportunity to get out of the office and either take a walk around all or part of the University Mile or to try the Canteen. |
| **1.00 pm-**  **3.15pm** | **HR Welcome and IT Security Awareness training.** These run every Monday afternoon. Please contact [training@worc.ac.uk](mailto:training@worc.ac.uk) to organise | This will allow a short period of time to put the Induction into context, highlight key requirements and expectations of the new role. Whilst raising awareness of tools, systems, and processes available to support their career at the University of Worcester. |
| 3.15pm-3.45pm | Meeting with key contacts (either in the department or in another department) | This is an opportunity to start to get to know more about the role of some of the key people that they will be working alongside. |
| 3.45pm-4.30pm | Time to work through [Online Induction Webpages](https://www.worc.ac.uk/personnel/705.htm)  [Online Essential Training](https://worcester.learnupon.com/users/sign_in?next=%2Fdashboard) | Opportunity to continue working through the Online Induction Site. Essential online training should be prioritised and includes**:**   * GDPR * UCISA Information Security * Diversity and Inclusion in HE * Health and Safety |

**Typical activities during the first few days**

Much of the first few days or even week may be taken up with meetings, reading documents or completing essential or job specific training. Some of the meetings may be set up prior to the new starter joining with other contacts may be provided to the new starter to set up meetings themselves.

During their first week new staff are also expected to become familiar with the staff intranet, key departments, guidance, and policy documents that will help then settle into their role. The staff induction also includes several key short videos for them to watch to highlight important staff and student support available.

As part of the first week and discussions with the line manager staff should be able to identify which induction and training courses will be required to help them settle into their job.

**By the end of the first month, it is essential that all Online Essential Training is completed as this contains some legally required content.**

# Induction and Probation Period

The [Probation Period](https://www.worc.ac.uk/personnel/674.htm) lasts 6 or 12 months. During which you can support the new staff member in the following ways:

* Explaining the [Probation Policy](https://www.worc.ac.uk/personnel/documents/Probation_Policy_-_PDF(1).pdf) to the employee and give them a copy of the policy
* Clearly define targets that are linked to the job description
* Identifying any training that will help the employee succeed in their role (e.g., Staff Induction programme; How to make the most out of your probation and appraisal; PGCert).
* Ensure that the employee has access to a mentor from early in the process
* Meet regularly with your new staff member ensuring that they can ask questions, clarify understanding and be provided with appropriate learning and support