

## IMPLEMENT INDUCTION PROGRAMME

### Introduction

*The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to manage the induction programme in an organization, ensuring it is properly implemented and maintained.*

This programme has been designed and developed by Aquarius Skills

### Programme Outcomes

On completion of this programme the learner will be able to:

1. Explain the importance of inducting new staff into the organisation.
2. Distinguish the induction of new employees from the induction of relocated staff.
3. Describe how the induction program can be used to elevate existing staff into mentorship roles.
4. Allocate parts of the induction process to existing staff.
5. Ensure that the induction documentation and materials are current, relevant and complete.
6. Ensure that new staff are welcomed and given a detailed tour of the relevant site facilities.
7. Ensure that work routines are described accurately and in sufficient detail to enable understanding.
8. Ensure that internal procedures are described in sufficient detail to enable understanding.
9. Encourage new staff to ask questions and seek clarification, where necessary.
10. Advise and assist new staff constructively in the initial performance of allocated work activities.
11. Suggest ways to improve the existing induction programme.

### Programme Outline

Learning Unit 1 – Introduction to induction

- Inducting new staff
- Inducting re-located staff
- Mentorship roles

Learning Unit 2 – Develop an Induction Programme

- Roles and responsibilities of relevant players
- Select induction material and documentation
- One day, one week, one month programme

Learning Unit 3 – Mentorship in action

- Plan and implement skills development
- Performance management

Learning Unit 4 – Evaluate for Impact

- Evaluate the induction programme

### Methodology

Training Programme Duration: 1 Day

Formative Assessment: Learners complete a Knowledge Questionnaire after completion of the programme and take part in group exercises which form part of the assessment

Assessment: The learner submits a Portfolio of evidence within 5 days after completion of the programme.

NQF Level: 5

Credits: 5

