

<b>SHAH PROMOTERS &amp; DEVELOPERS</b>		<b>Responsibility: HR Manager</b>
<b>TITLE : Staff Induction Program</b>		
<b>DOC. NO. : SPD/HR/04</b>	<b>ISSUE NO.:01</b>	<b>ISSUE DATE: 12/03/2013</b>
<b>REV. NO.:01</b>	<b>REV. DATE: 12/03/2013</b>	<b>PAGE NO.:02 of 05</b>

#### 1.0 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.

#### 2.0 Scope :

Applicable to all employees of Shah promoter and Developers

#### 3.0 Responsibility

HR Manager

#### 4.0 Procedure

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 all 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, topics 2,3,6,11 need not be covered.*

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<b>Sr No</b>	<b>Topics</b>	<b>Discussion points</b>	<b>Were the topics understood? Is further discussion required?</b>
<b>1</b>	<i>Objectives of induction programme and induction schedule</i>		
<b>2</b>	<i>Culture of organisation</i>		
<b>3</b>	<i>Culture of Service/Faculty</i>		
<b>4</b>	<i>Culture of team and department</i>		
<b>5</b>	<i>Leadership style and culture (for those in management roles)</i>		
<b>6</b>	<i>The importance of cross team working</i>		
<b>7</b>	<i>Service/Faculty approach to communication including Department meetings, team meetings, how updates from Exec/SMT meetings are communicated</i>		
<b>8</b>	<i>Service/Faculty Values</i>		
<b>9</b>	<i>Line manager expectations and behavioural standards</i>		
<b>10</b>	<i>Probationary period</i>		
<b>11</b>	<i>Approach to development/development needs</i>		

**Organize meetings with key individuals your member of staff will be working with – consider which meetings are a priority and should take place within the first few days. Can any meetings be held jointly or do they need to be individual meetings?**

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<b>Individual to meet</b>	<b>Appropriate for role (Y/N)</b>	<b>Arranged (Y/N)</b>	<b>Did meeting take place as arranged?(Y/N, any comments)</b>
Direct reports if line managing			
Peers			
Members of Faculty Executive/Service Senior Management team			
Specific teams and individuals within the Service/ Faculty/ Department			
External to Service/Faculty (including link HR Manager/ Advisor for staff within management roles)			

**Other meetings to take place**

<b>Meeting to take place</b>	<b>Meeting arranged</b>	<b>Did meeting take place as arranged?(Y/N, any comments)</b>
Appraisal meeting/meeting re role priorities and objectives		
Probationary progress meetings (for those individuals not subject to probation, regular meetings should take place to discuss performance to date and any areas where further support and development is required )		
Weekly 1:1s to monitor progress of induction programme		

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**Documentation to provide for reference:** *please note that not all members of staff will need access to all documents. Consider what is appropriate for the role and previous knowledge and understanding of docs.*

<b>Documentation</b>	<b>Reference purpose (as employee, strategically to advise employees, use in a management role, for policy creation and implementation)</b>	<b>How will you measure understanding of these documents?</b>
Corporate plan		
Academic strategy		
Service/Faculty Plan		
Service/Faculty Learning and Development Strategy		
Service/Faculty Staff Training Principles		
Service/Faculty structure chart(s)		
Role Profile		
HR policies relevant to employee for personal use and use within role		
Other Service/Faculty specific information i.e. Staff Survey report, IIP report		
Induction checklist		
Personal Induction schedule		

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**Initial training requirements** - *please note this is training required within the first few days and weeks in order to become effective in job role, it is not related to longer term development needs that will be discussed as part of the staff member's appraisal. If staff member is already employed by the organisation topics 1 & 5 may not be applicable*

<b>Training need</b>	<b>Method of training</b>	<b>How will success of training and development be monitored?</b>
Appraiser/appraise training	1:1 briefing if appraiser training. 1:1 or group training session if appraise <i>(Organisation &amp; Staff Development team will clarify what is available)</i>	
Internal procedures and processes		
Task related training		
Software Packages/Databases		
Email and calendar system, My Sunderland		
HS&E Training (please refer to the induction checklist for further details)		

<b>DETAILS OF LATEST CHANGES : NIL</b>	<b>BASIS FOR LATEST CHANGES : FIRST ISSUE</b>
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<b>PREPARED BY : MR</b>	<b>APPROVED BY : Partner</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>

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