

Developing an Employee Induction Program

Overview:

Inducting new employees is a critical step in staff orientation, and understanding and alignment to the business. Effective induction means providing employees with the information and skills they need to successfully perform their new role. This workshop addresses the key components of an induction program.

After completing this course, participants will know how to:

- Utilises learning techniques
- Outline the induction process
- Utilise best practice attitude training
- Organise specific job relating learning
- Induct employees in team development and organisational culture

Designed for: Managers or HR Personnel

Duration: 1 day

Content:

Employee Induction

- Employee induction
- Why conduct employee induction
- Planning
- Induction documentation
- Sample induction program

Learning

- Workplace learning?
- Adult learning
- The competency STEPS

Mentoring

- What is mentoring?
- What are the benefits of mentoring?
- What are the benefits for the mentee?
- Benefits to your organisation
- Successful mentors
- The mentor-mentee match up
- Mentor and mentee training
- Mentor and mentee selection criteria

Action Learning

Actions



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