

The Difference is Atassh Consultants

Transforming Lives through Training & Development. Since 1991.

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The Induction Program

- Part 01: Introduction
- Part 02: Why Have an Induction Program?
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Part 01: Introduction

"There is new strength, repose of mind and inspiration in fresh apparel" ...Ella
Wheeler Wilcox

FIRST IMPRESSIONS

Catherine Brown arrived at her new job as an accounts Manager in a medium-sized advertising agency with great expectations and enthusiasm. After a long recruitment process, she was sure this was the perfect job for her:

THIS WAS HER EXPERIENCE:

1. Arrived at 9.00 a.m. on Monday as informed; receptionist did not know who she was.
2. Waited for 30 minutes for her new manager to come and meet her.
3. 10 minutes into her meeting with the new manager, he was called away and Catherine was left with his colleague, who was not prepared for this.
4. Colleague quickly showed Catherine around and then left her with papers to read.
5. An hour and a half and six cups of coffee, later, Catherine was taken by her boss to a rushed lunch.
6. The afternoon was much the same as the morning and finally, Catherine was allowed to go home early.

Many of you may have has a similar experience. How did you feel?

STRESSES OF A NEW JOB:

Think back to the first day of your current job and the kinds of questions you asked yourself? Some of them may have been:

1. What will I be expected to do?
2. Who will I be working with?
3. Where will I be situated?
4. What procedures will I have to follow?
5. Will I fit in?

A GOOD INDUCTION WILL RELIEVE SOME OF THE STRESS BY ANSWERING THESE QUESTIONS.

NEW BEGININGS:

Facing a new job makes anyone feel anxious, some people more than others. The way in which you welcome, inform and integrate your new staff will have an effect on the rest of their stay with the company. Therefore, the better the induction the easier it is for newcomers to settle and identify the appropriate behavior for success.

A good induction should **WIN** over your newcomers by:

Welcoming them to their new job, company and colleagues

Integrating them into the culture of the company

Navigating them around the company in both physical and strategic terms

THIS HANDOUT WILL GUIDE YOU TO DO THIS BY ANSWERING WHY, WHO, WHAT HOW, WHEN AND WHERE OF INDUCTION AND ALSO BY PROVIDING YOU WITH PRACTICAL TIPS AND EXAMPLES OF GOOD PRACTICE

YOUR GAME PLAN:

Whenever you are going to introduce a new procedure or process to an organization, there are four things to think about in the planning stage:

G	GAME	What is the objective for this process? Is it to inform, sell or persuade? What is the desired outcome?
A	AUDIENCE	Who are your audience? What are their needs, previous experience, etc?
M	MEDIA	What is the most appropriate method of communicating this process – talks, staff packs, training?
E	EXPRESSION	Once a decision has been made about the media, consider the best way of expressing the message – formal/informal, use of graphics, visual aids, etc.
