



Background

An induction programme was established to provide new hires with an overview of technical methods, culture and company policy.

What Was Done

- Prepared materials to cover the different topics
- Structured the programme to allow sufficient discussion time at each stage to check the understanding of the attendees
- Created a short handout of the key points for future reference
- Trained the supervising managers in elements of the presentation

How It Was Done

- Discussions with management team and recent hires identified the most important course content based on knowledge gaps left by existing on-boarding processes
- Tested presentation materials with a sample of managers and recent hires to ensure that the messages were clear, pace was appropriate and the style was in line with company culture

The End Result

- The induction was delivered to several groups of new hires
- Materials received good feedback from participants & managers
- Management team observed that morale was improved & time to adjust to the new environment was reduced by the induction

Case
Study

Induction Course For New Hires