**Appendix A.**

**Manager Induction Timetable Template (Times/dates can be adapted)**

**Whilst many staff are working virtually you will need to set up virtual appointments – it is best to do this in advance.**

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| --- | --- | --- |
| **Activity** | **Time** | **Person & Department** |
| **Day 1 - Date** |  |  |
| Welcome and introduction and building security | 9.00am | Recruiting Manager / Team Member |
| Meet the team and buddy (if applicable) |  | Recruiting Manager / Team Member |
| Complete right to work check and proof of address check Complete any outstanding on-boarding documentation  Mandatory training set up (Learning Pool)  Online induction  I.D pass photo ICT laptop allocation and complete form | **10.00am or later** | HR – Amy Rowe (HR & Recruitment Officer)  Property  ICT |
| **Lunch** |  |  |
| New Starter Checklist – Complete ‘First Day’ section  Health & Safety Checklist - Building Tour, First Aiders and Fire Drill. DSE training - complete and give back to Policy & Performance Officer |  | Recruiting Manager |
| Online Induction |  | At desk |
| Online mandatory training programme  Data Protection Essentials & Introduction to Health & Safety  Display Screen Equipment (DSE) – email assessment (if desk based) |  | At desk |
| **Day 2 - Date** | | |
| Emails – Outlook & Office 365, team email in-boxes, post, photocopier, scanner  Intro to intranet (Molly) – MyHR pages, Policies, Staff Information, H&S  Training admin support – room bookings |  |  |
| Introduction to Strategic Plans |  | Recruiting Manager |
| Discuss and book Management Development Programme |  | Recruiting Manager |
| **Day 3 - Date** |  |  |
| Online mandatory training programme  Diversity, Equality and Discrimination  Freedom of Information  Safeguarding children, young people and adults training to be completed – log on details will be emailed to the new starter directly |  | At Desk |
|  |  |  |
| **Day 4 - Date** |  |  |
| Introduction to MyHR – MyHR in-box system  Introduction to iTrent (HR recording system) |  | Renae Howell – Payroll & HR Co-ordinator |
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| **Day 5 - Date** |  |  |
| Discuss and agree 100 day plan |  | Recruiting Manager |
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