

Induction Programme – Pro-forma

The suggest pro-forma set out below can be used to plan the induction programme in advance, setting out when an areas should be covered and by whom and can then be issued to all parties involved in the induction programme to facilitate the implementation. An example is shown on the pro-forma.

Subject	Timescale (week/day/time)	Personnel (eg. Line manager etc)	Date Completed	Comments
<i>Welcome and Introductions</i>	Day 1: 09.30 – 10.30	Personnel Manager	13/10/08	Department Head absent, need to reschedule introduction