



SUCCESSFUL INDUCTIONS - INTEGRATING NEW EMPLOYEES (1 DAY)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Induct a Member into a Team
Unit Standard ID:	242812
NQF Level:	3
Credit Value:	4

INTRODUCTION

An employee induction is the process through which new team members learn and adapt to procedures and expectations of the organisation to quickly reach maximum productivity. An effective induction will help new team members to feel welcome, motivated and will enable them to fit in quickly.

Delegates will learn how to develop and implement a successful induction that is well timed, organised and engaging, giving an excellent first impression of the organisation. Delegates will develop skills allowing a new employee to lay the foundations for important relationships within the team and across the organisation. The course is also beneficial for inducting existing team members into a new position.

WHAT THIS COURSE CAN DO FOR YOU...

- Introduces the team or group leader to the preparation and procedures necessary to induct a team member
- Prepares one to receive a team member
- Guides one to introduce the new team member correctly
- Explains how performance must be monitored
- Creates awareness of career opportunities in an organisation

TARGET AUDIENCE

This unit standard is intended for junior managers, team leaders and supervisors of organisations.

COURSE CONTENT

Planning and Designing the Induction

- Who is the new team member? Tailor your approach
- Creating an induction checklist
- Compiling relevant documents
 - Organisational policies and procedures
 - Job descriptions
- Investigate and source resources for the new employee
- Preparing and equipping the workstation
- Advising and including existing team members

Introducing a New Member of the Team

- Welcome the new team member - first impressions, lasting impressions
- Comfortable introductions with co-workers
- Ensuring new team members feel informed and valued
- Assigning a mentor for on-going support
- Essential administration - policies, processes and procedures
- Explain the role of the team – contribution to the organisation
 - Team charter
 - Mission, Vision, Values and Culture

Explain How Performance is Assessed

- Agreeing objectives and timescales
- Clarifying roles and responsibilities
- The performance targets of the team
 - Responsibilities of the team and team members
 - How is monitored and measured
 - Poor performance
 - Non-achievement of targets
- Regular meetings and on-going feedback

Create Awareness of Career Opportunities

- Outline opportunities for development
 - Training
 - Training methods
 - On-the-job training
 - Can do / will do evaluation chart
- The team member's responsibility for his/her own learning
 - Enhancing the performance of the team and the organisation

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through ‘doing’ where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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