



## INDUCT A MEMBER INTO A TEAM (2 DAYS)

### 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

This unit standard introduces the team or group leader to the preparation and procedures necessary to induct a team member.

This unit standard is intended for junior managers of organisations.

The qualifying learner is capable of:

- Preparing to receive a member on a team.
- Introducing a new member.
- Explaining how performance is monitored.
- Creating awareness of career opportunities in an organisation.

### COURSE CONTENT

#### Prepare to Receive a Member into a Team

- Preparation
  - Documents that a new team member requires
  - Resources that a new team member requires
    - sourcing the resources that a new team member requires
  - The workstation of the new team member
    - equip the workstation

#### Introduce the New Member of the Team

- Welcome the new team member and introduce him/her to the team
  - The Team Leaders Day 1 with a new team member
  - Allocating a mentor
  - Introducing the new team member to the team
- Explain the policies, processes and procedures of the team
- Explain the role of the team – contribution to the organisation
  - Team charter

### Explain How the Performance of a Team is monitored

- The performance targets of the team
  - Explain the responsibilities of the team
  - Explain the responsibilities of each of the team members
  - How the individuals and/or team performance will be monitored and measured during the performance management process
  - Poor performance
  - Non-achievement of targets

### Create Awareness of Career Opportunities in an organisation

- 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                  | ▪ Demonstrations            |
| ▪ Break-away sessions         | ▪ Questionnaires            |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation                | ▪ 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.

### On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



## OUR COMMITMENT TO YOU ...

### *Kwelanga Training's Commitment*

***To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.***

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