



Reflections on Induction



The induction process I had with my new job was a 2 way process. There were several aspects of the induction that needed to be done before I could officially start work with the clients.

I worked with my manager to look at what needed to be covered and how that could be presented in manageable chunks of information to me, without making lots of trips for just a few hours to the workplace.

My induction included:

- A half-day induction with a tour of the building and housekeeping information with the manager, then a session on how to write reports and the format of, along with the quality assurance process. Time to collect my ID badge and laptop from another site before heading home.
- Online training completed at home for 2 days
- Another half-day session with a 30-minute meeting with the manager about the training, followed by shadowing members of staff with clients
- Writing observations and then receiving in-person feedback on them.

This induction was inclusive as we talked about what type of learner you were and how best to give you all the information that you needed. For example, even just stopping to make a drink as we went through the reports or checking if you were happy to flick between screens on the laptop or would prefer a paper copy of one document helped to make understanding the information easier.