

Induction Programme



Ministries Council recognises that all new employees, including those with fixed term contracts, will require support through a generic induction programme of events as follows:

INDUCTION PROGRAMME

Topic	Timescale	Further Information	Complete?
Guided tour around the building covering site exits, fire evacuation and First Aid points etc.	Day 1		
Job Description (including how the employee's role contributes to their congregation as a whole)	Day 1		
Learning & Development Platform	Day 1	An email will be sent directly to the new employee with access details and a recorded demonstration of the platform itself.	
General background on congregation and parish	1 st Week		
Demonstration and information on how to use IT equipment required for job	1 st Week		
Workstation Risk Assessment	1 st Week	Complete online	
Appraisal process (<i>expectations of the employee to carry out their role effectively as well as agreeing and setting objectives</i>)	1 st Month		

Mandatory Training Required	Timescale	Further Information	Complete?
Online Mandatory Training Programme	Within 4 weeks	<p>The MTP (Mandatory Training Programme) comprises of a number of policy and procedural training courses that are found on the L & D platform.</p> <p><i>Progress should be monitored via the Manager's Reporting Tool</i></p>	
Online Health & Safety Mandatory Training Programme	Within 4 weeks	<p>This mandatory training is made up of six short elearning modules found on the L & D platform.</p> <p><i>Progress should be monitored via the Manager's Reporting Tool</i></p>	
Induction Event	Within 3 months	Lynne Hood will invite you to attend via email	