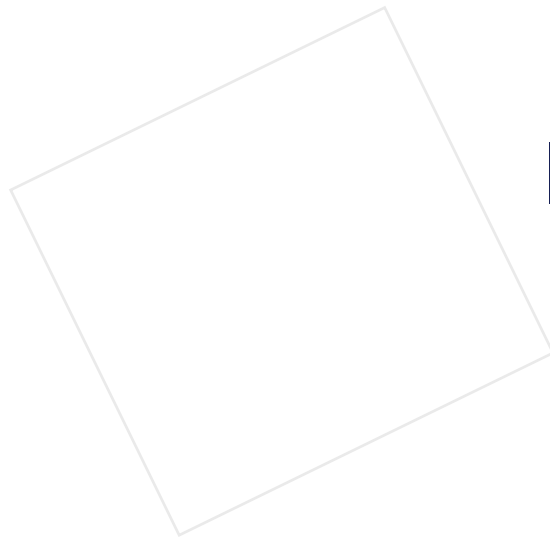
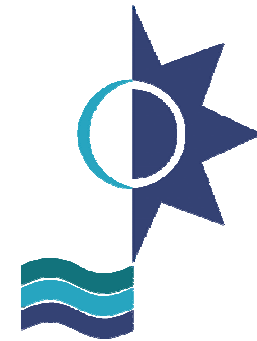


Induction Online

- the advantages



Interdependent



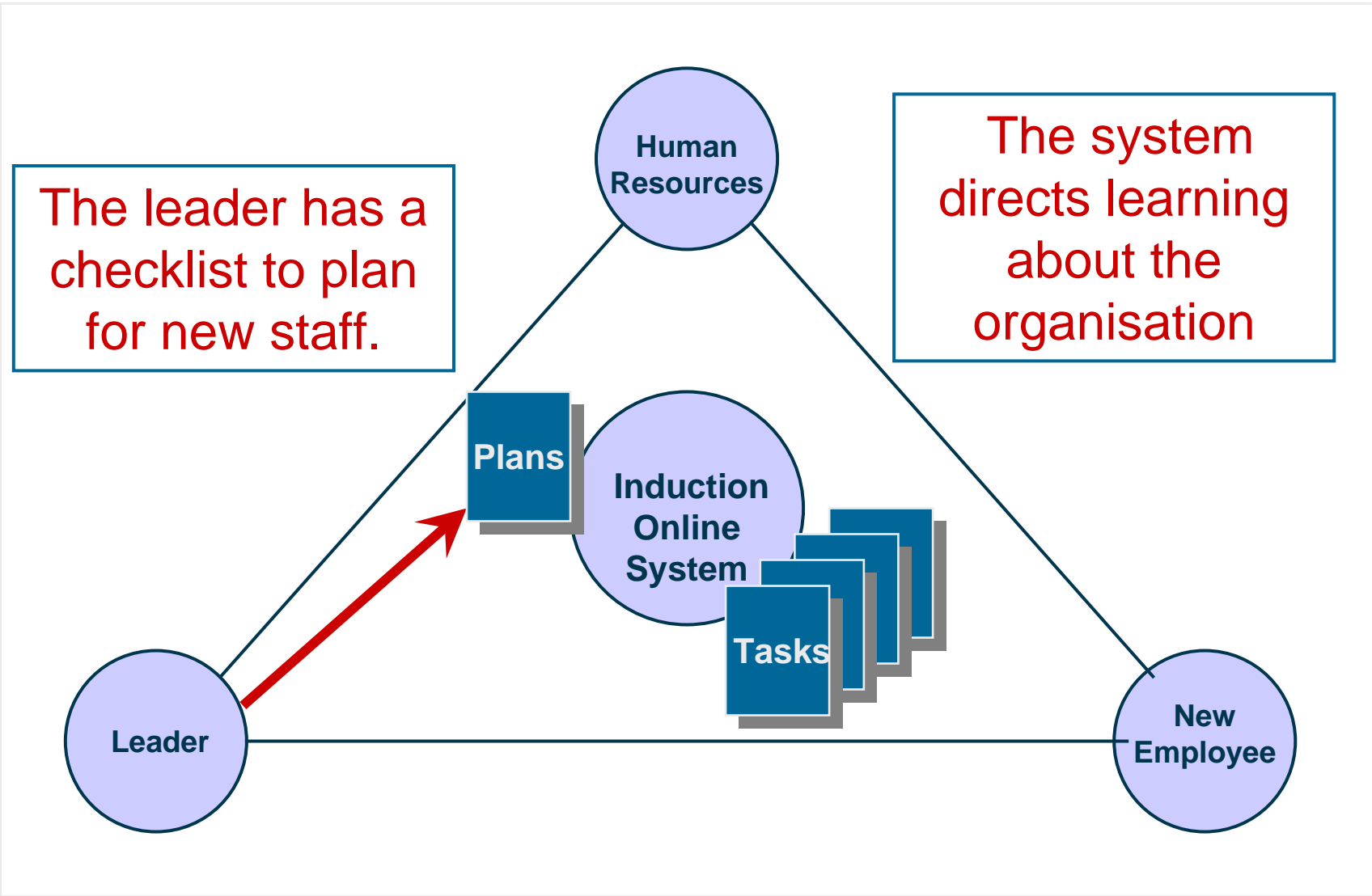
The Emotional Contract

- Ensure the quality of the ‘Welcome’
- Provide consistent information on all compliance requirements
- Build the culture and commitment from day one
- Confirm that you have both made the right choice!

Clear Communication

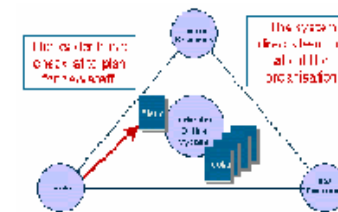
- Access by all parties to the induction
 - Leader's Guide to prepare and manage the performance of the employee
 - Employee's Guide that outlines what they need to do during induction
 - Link to HR to overview the process

Activities to Complete



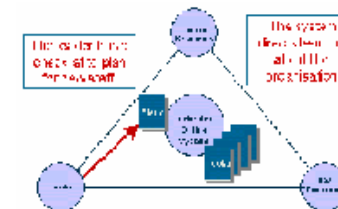
Welcome

- The MD'S message
- The Induction process
 - Significance and purpose
 - Assessment and progress
 - Rights and responsibilities
- About our company
 - Vision, values, purpose
 - History
 - Structure



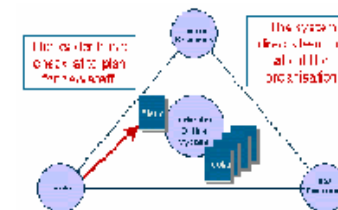
Policies and Procedures

- Overview
- Key compliance policies placed on the induction site with assessment on mandatory areas
- Broader policies and benefits linked to general intranet point of access



Performance and Development

- Establish clear learning goals
- Supports the probation process
- Establishes development opportunities



Demonstrating Competence

- Clear task sheets guide learning on:
 - Policies products and services
 - Agreed goals
- Progress is reviewed by manager online
- Outcome is formalised at the completion of the induction

Progress Report

- Progress can be reviewed by the inductee the manager and HR
- The system requires 100% correct answers on compliance before it is possible to gain completion
- Completion includes must be agreed to by manager and inductee before HR is informed

Advantages of Online

- A 'welcome' at the right time
- Encourages structured conversation with the right people
- Provides immediate feedback on progress
- Gives the essentials required to get to know the organisation
- Complements a group induction.

System Architecture

- Hosted with Cold Fusion
- User ID & Password protection
- Ease of editing and updating by the client