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## Induction plan

Employee's name:

Start date:

BEFORE START DATE			
Task	Activity	Responsible	Notes
Welcome pack	<ul style="list-style-type: none"> <li>Written statement of particulars/employment contract</li> <li>Welcome lunch and first day arrangements including documents to bring and a new starter form to complete</li> </ul>	HR/Senior manager	
Team awareness	Team new joiner announcement	Line manager	
Technology	Access to company systems (Email, Wiki, ...)	IT	
FIRST DAY			
Task	Activity	Responsible	Notes
Welcome	Induction: policies, procedures, employee handbook	HR/Manager	
Welcome	<ul style="list-style-type: none"> <li>Health &amp; safety, emergency exits, fire drills etc,</li> <li>Assign Buddy</li> </ul>	Health and safety officer manager	
Welcome	Role requirements, team and structure, performance measures • Training and E-learning schedule • Lunch	Whole team	
WEEK 1			
Task	Activity	Responsible	Notes
Pre-	Attend meetings with...	Add Employee name	

scheduled meetings	<ul style="list-style-type: none"><li>• Meeting 1</li><li>• Meeting 2</li><li>• Meeting 3</li></ul> End of week meeting with manager	Line manager	
MONTH 1			
<b>Task</b>	<b>Activity</b>	<b>Responsible</b>	<b>Notes</b>
MONTH 2			
<b>Task</b>	<b>Activity</b>	<b>Responsible</b>	<b>Notes</b>
MONTH 3			
<b>Task</b>	<b>Activity</b>	<b>Responsible</b>	<b>Notes</b>