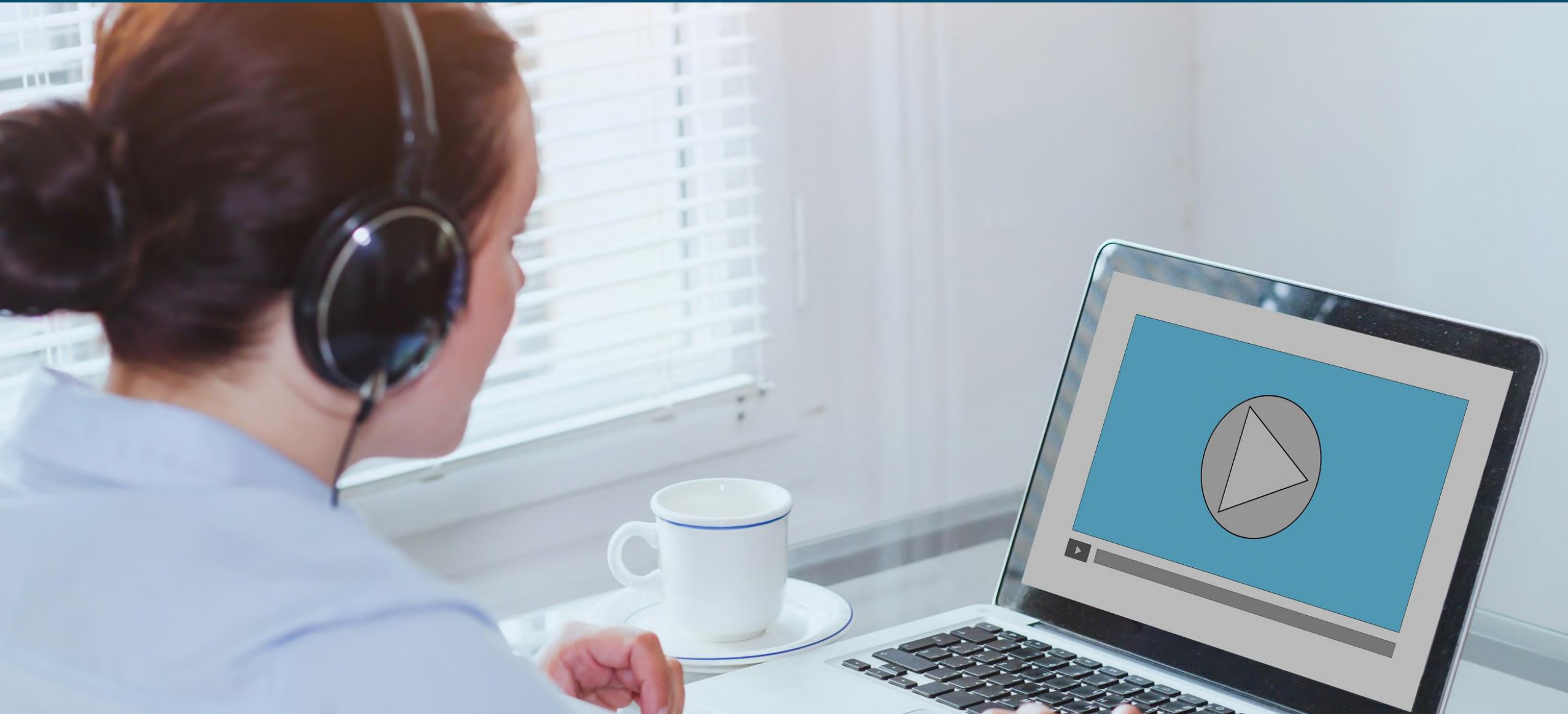


INDUCTION BEST PRACTICE - PART 1



Poll

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Housekeeping

- Have a question?

Type it into your GoToWebinar Action Pane and we'll answer it at the end!

- We'll e-mail you the webinar slides/recording afterwards

Presented by



Alexa Littleton

Recruitment Advertising Team Leader, Scout Talent

alexa.littleton@scouttalent.com.au

07 3330 2588



Eduardo Gomes

Enterprise Learning Specialist, GO1

eduardo@go1.com

0431 228 068

Introducing

**SCOUT
TALENT**
SEE PEOPLE FIRST

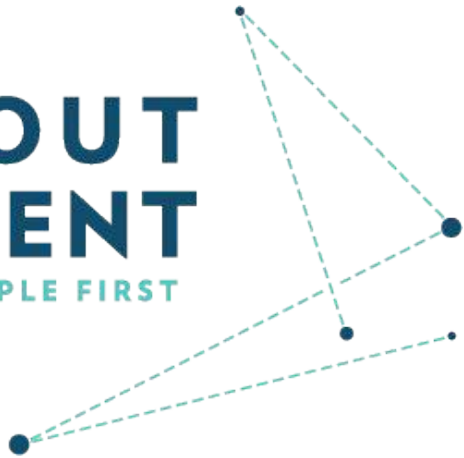


Natasha Scott

Account Manager, Scout Learning
natasha.scott@scouttalent.com.au
0412 054 766

About GO1 & Scout Learning

**SCOUT
TALENT**
SEE PEOPLE FIRST



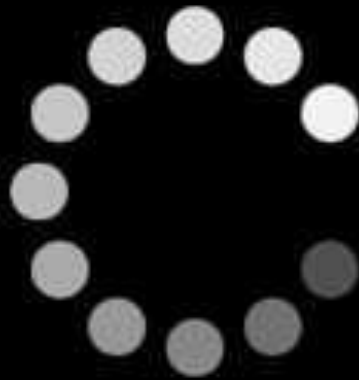
+

go¹

What you can expect to learn today

- Importance of induction training for the success of your new starters
- How to improve your current induction training process
- What online induction courses are currently available
- Quick and easy ways for you to acquire, build or update an online library
- Examples of simple and successful induction training

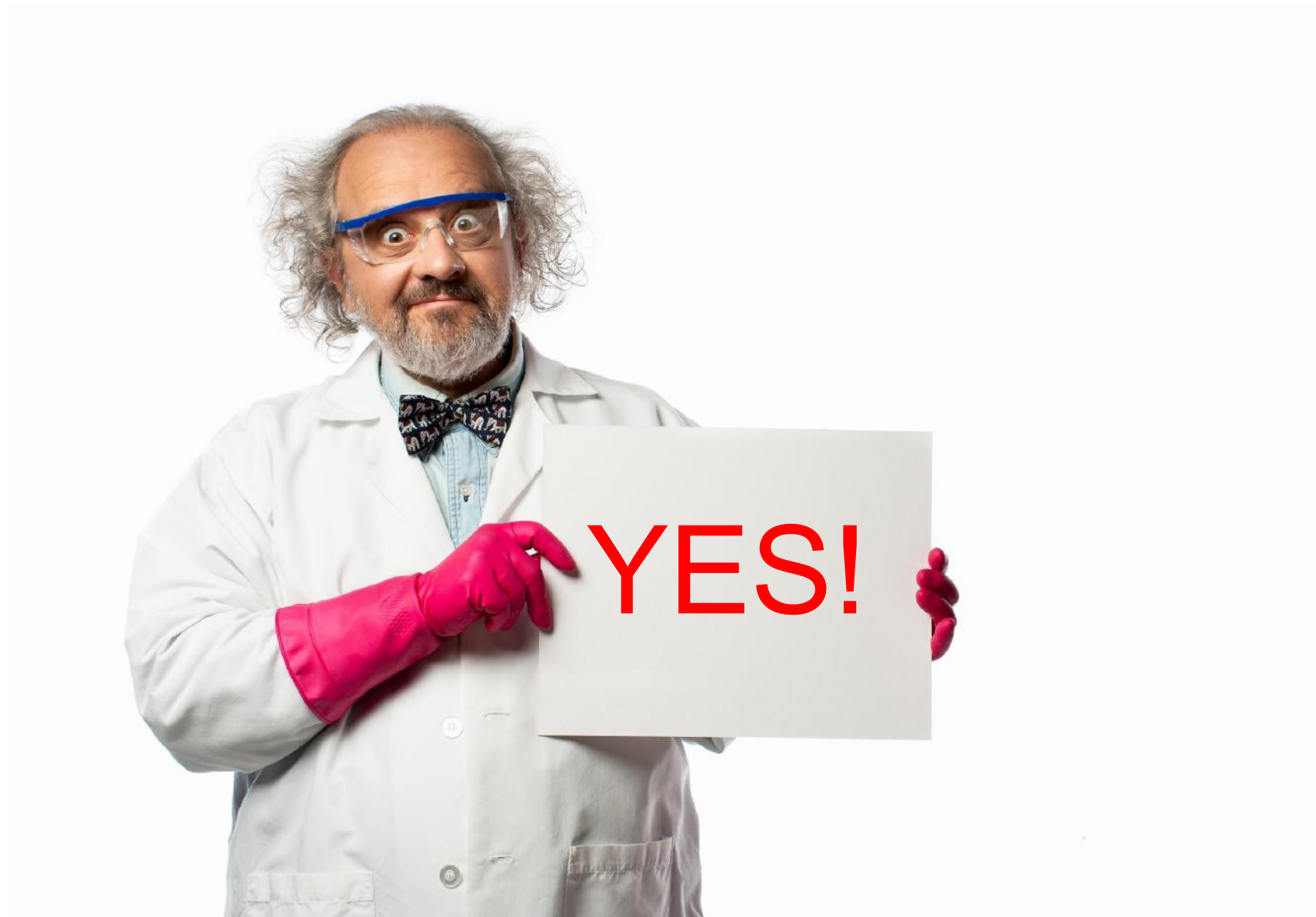
Still 'Loading' ...



Is there a link between poor induction
and higher turnover rates?

Good induction = better Retention

Researchers
suggests so.



So you think you can Induct?

Do the 'Basics' right



Week 1 - Orientation

Eduardo's

0/3 CREDITS COMPLETED



Eduardo Gomes

Code of Conduct



Sentrient

Work Health and Safety



Sentrient

Equal Employment
Opportunity



Sentrient

Workplace Bullying



Sentrient

Sexual Harassment

Online Orientation



Our company values

by Ayse Caglayan · 1 min ✓

Get a real sense of what life here is really like, what is important to us and how you can contribute to the success



Welcome to Your Company

by Ayse Caglayan · 1 min ✓

Meet your Director and learn all about what we do here at Your Company.



Meet the Leadership Team

by Ayse Caglayan · 1 min ✓

Get comfortable with those leading the way at our company.



Meet your team

by Ayse Caglayan · 1 min ✓

Take a look at some of the faces that will soon become very familiar to you, and their personal welcomes to you.



What happens on your first day

by Ayse Caglayan · 1 min ✓

Here's a round up of everything you need to know about your first day at Your Company.



What should I wear?

by Ayse Caglayan · 1 min ✓

Whether male or female, the majority of us have our 'what's the dress code' fret on the first day. We want to look

Example of blended

Employee Induction Edit course

My Progress **Course Overview** Discussion & Notes Reports Settings


1 enrolment

This course has no future events.

[Continue](#)

You've already enrolled to this course.

Published by



Tags

[Sales](#) [Pitching](#)

About this course

Welcome to Company X

Course structure Collapse modules

Events

Title:	Orientation	Attendees
From:	1:00 PM, 01 Jul 2018	
To:	3:00 PM, 01 Jul 2018	
Remaining seats:	5	
Location:	GO1 Headquarters, Brisbane, AU	


Online induction

- [Welcome from CEO](#) [Open](#)
- [Values, Mission and Vision](#) [Open](#)
- [Employee's Handbook](#) [Open](#)
- [Knowledge Quiz](#) [Open](#)

Brené Brown: The power of vulnerability Edit

[Details](#) [Settings](#) [Result](#)

Brené Brown studies human connection—our ability to empathize, belong, love, in a poignant, funny talk, she shares a deep insight from her research, one that sets her on a personal quest to know herself as well as to understand humanity. A talk to share.




Contractors' handbook Edit learning item

[Details](#) [Result](#)



Sales Process Overview Quiz

 **Result required: 100%** **Time limit: Unlimited** **Attempts remaining: Unlimited**

[Take quiz](#)

The process is Automated



Remember, the process is Automated



Break it down by Week



Week One

SAE Academy

0/6 CREDITS COMPLETED



Week Two

SAE Academy

1/5 CREDIT COMPLETED



Week Three

SAE Academy

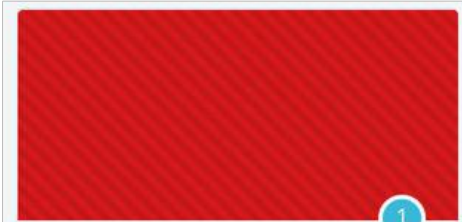
0/5 CREDITS COMPLETED



Week Four

SAE Academy

1 CREDIT COMPLETED



Jennifer Fleay

Quizzes

Induction is a 3 month Journey

- Create a plan for the first 3 months
- Include area managers
- More 'telling' and 'training' during first weeks, then Coaching and Mentoring
- Blend Online and Offline





Director Audit
(Technical)



Director Audit



Associate Director
Audit (Technical)



Associate Director
Audit



Manager Audit
(Technical)



Manager Audit



Manager Business
Services (Technical)



Manager Business
Services



Ready 4 Retail

WHSmith's Training ...



1

Interaction Training

Apply point-of-sale
handling procedures



1

Interaction Training

Interact with customers



1

Interaction Training

Organise and Maintain
Work Areas



1

Interaction Training

Perform stock control
procedures



1

Interaction Training

Apply safe working
practices



1

Interaction Training

Minimise theft



1

Interaction Training

Communicate in the
workplace



1

Interaction Training

Operate retail
technology



1

Interaction Training

Work effectively in a
retail environment



1

Interaction Training

Sell Products and
Services



1

Interaction Training

Advise on Products and
Services

I hear ya! No time ?





HOW TO EAT AN ELEPHANT

Poll Results

Acquiring, Building, Updating your Library

- **What resources do you currently have?** e.g. policies, procedures, videos, handbooks, etc
- **What can you easily Create?** e.g: recording videos using your phone, use screen recording for system training, powerpoint to video, etc
- **Develop as you go!** - e.g. Natasha at Scout
- **Start Curating.** ted.com, youtube, your favorite podcast, online resources published under Creative Common - use for education purposes
- **Acquire your eLearning Library** aggregator are here to stay! Make sure is economic, diverse, and within your control

Introducing The Buffalo [Edit learning item](#)

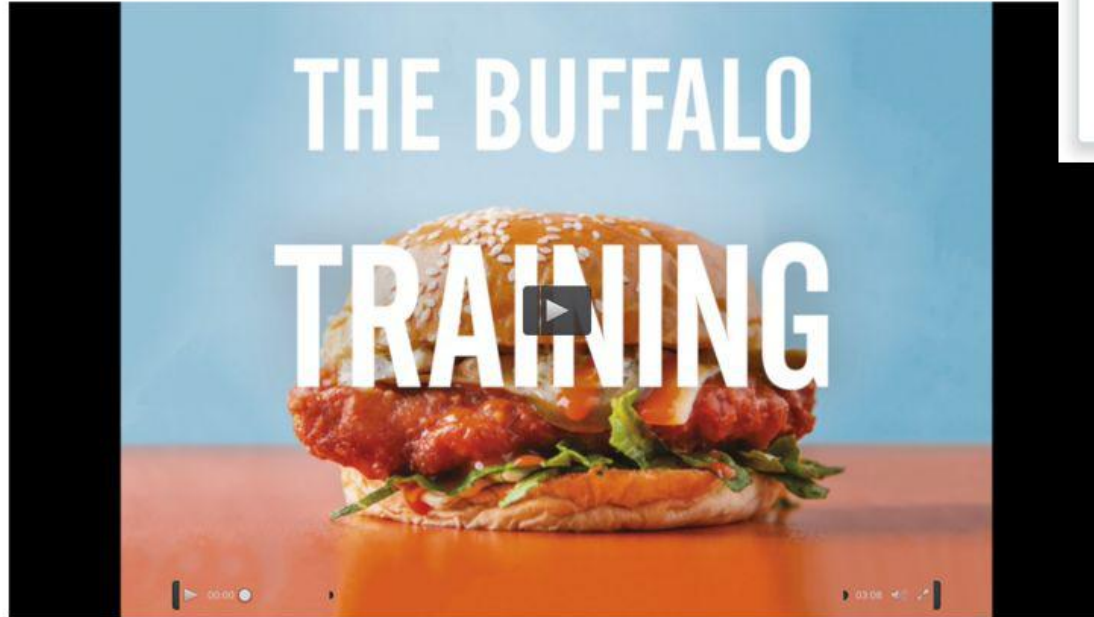
[Details](#) [Result](#)

ON SALE Thursday 10th November - Wednesday 30th November

PRICE \$14.00

OBJECTIVE Achieve 10% of Burger sales

OVERVIEW



The Buffalo Pop Quiz

[Result required: 75%](#) [Time limit: Unlimited](#) [Attempts remaining: 3](#)

+ Menus

Video

Celebrate What's Right with the World! Dewitt Jones (video...



Document

What To Do When Personal and Professional...



Weblink

GTD - Getting Things Done (podcasts).

Time management - GTD podcasts are here to support you at every stage of your GTD practice....

Video

How to be charming when talking About Yourself. The School...



Video

What is Emotional Intelligence? The School of Life (video...



Video

How to Make a Decision. The School Of Life (video 6:22)



Video

Why Is It So Hard To Live In The Present. The School of Life...



Video

How To Be A Friend To Yourself. The School of Life (video 4:10)



 Business Skills	 Customer Service	 Communication	 Compliance
 Finance	 Health & Safety	 Human Resources	 Leadership
 Management	 Project Management	 Personal Development	 Sales

- [Authorised Persons Online.pdf](#)
- [Code of Conduct](#)
- [eLearning - Fraud Awareness](#)
- [eLearning - Understanding Local Government](#)
- [Local Government Worker Online.pdf](#)
- [Public Interest Disclosure for Governance Officers.pdf](#)
- [Reporting of Corrupt Conduct](#)



Software Development
Over 600 courses



Design
Over 700 courses



Business
Over 1,200 courses



Web Development
Over 700 courses



Photography
Over 700 courses



Pressure Injuries



Preventing and Controlling Healthcare Associated Infections Part 1 - The Basics



Cerebral Palsy ALLIANCE
Promoting health for people with disability



Respond to Suspected Abuse



Safe Medication Management



Safe Medication Management for Enrolled Nurses



Training, please!



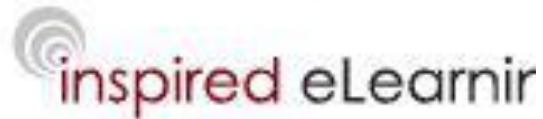
A few we work with and or recommend



BEYOND KNOWLEDGE



filtered



Summary

- A good Induction is critical for Retention
- Plan ahead! Think beyond the first month
- Acquire, build, record, develop as you go - keep improving it. (remember, don't panic, the process is organic!)
- Most importantly, gives us a shout if you needed a hand! 😊

Introduction Scout Learning

To book a free, no-obligation introduction to **Scout Learning** email natasha.scout@scouttalent.com.au.

Questions? Topics to be covered in Part 2?

Please send them to:

eduardo.gomes@scouttalent.com.au

or

natasha.scott@scouttalent.com.au