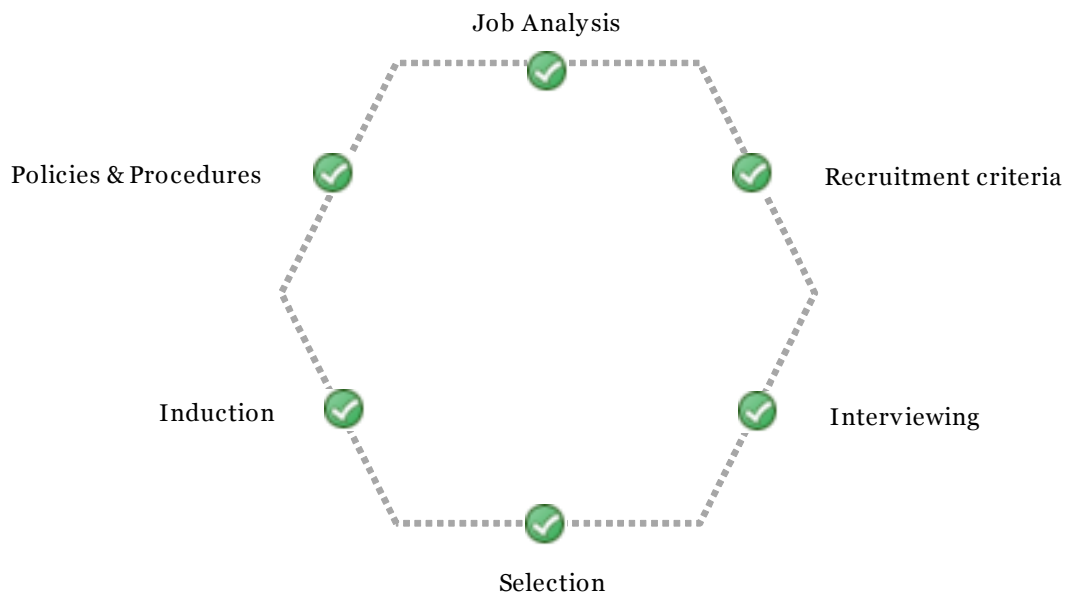


RECRUITMENT & INDUCTION



Induction Training is absolutely vital for new team members. It helps them do their job better and quicker, and with less dependence on your time in the future. Employees who are not properly inducted need a lot more looking after. Any 'good' employees that you have who have not been trained well, are just pure luck, and you will lose a part of your business if and when they leave.

Good induction training ensures new employees:

- Are retained
- establish themselves quickly in their job and therefore maximise their productivity
- become motivated to do well and fit into the business early on
- understand any health and safety issues relating to their job - this should help in reducing accidents at work
- understand your corporate culture

Investing time in this process will give new workers a good grounding and help them make fewer mistakes in the long run. The highest level of staff turnover is among new workers so it is important that the early period spent with an organisation leaves a good impression.

It can also help your new employee to get over anxieties they may have regarding:

- getting on with their co-workers
- understanding the standards and rules (written and unwritten) of the organisation
- making a good impression on their new manager or supervisor
- their ability to do the job

It's more than just skills training. It's also the basics that seasoned employees take for granted such as:

- what the shifts are
- where the notice board is
- routines for holidays, sickness, etc.
- Where to go for lunch
- Dress code