

***“Shedding
Light
on Skills
Development”***



Kwelanga

TRAINING

engage | inspire | elevate

Successful Inductions - Integrating New Employees (1 Day)

A Specialised Kwelanga Training Programme

INTRODUCTION

An employee induction is the process through which new team members learn and adapt to procedures and expectations of the organisation to quickly reach maximum productivity. An effective induction will help new team members to feel welcome, motivated and will enable them to fit in quickly.

Delegates will learn how to develop and implement a successful induction that is well timed, organised and engaging, giving an excellent first impression of the organisation. Delegates will develop skills allowing a new employee to lay the foundations for important relationships within the team and across the organisation. The course is also beneficial for inducting existing team members into a new position.

WHAT THIS COURSE CAN DO FOR YOU...

- Introduces the team or group leader to the preparation and procedures necessary to induct a team member
- Prepares one to receive a team member
- Guides one to introduce the new team member correctly
- Explains how performance must be monitored
- Creates awareness of career opportunities in an organisation

TARGET AUDIENCE

This unit standard is intended for junior managers, team leaders and supervisors of organisations.

COURSE CONTENT

Planning and Designing the Induction

- Who is the new team member? Tailor your approach
- Creating an induction checklist
- Compiling relevant documents
 - Organisational policies and procedures
 - Job descriptions
- Investigate and source resources for the new employee
- Preparing and equipping the workstation
- Advising and including existing team members

Introducing a New Member of the Team

- Welcome the new team member - first impressions, lasting impressions
- Comfortable introductions with co-workers
- Ensuring new team members feel informed and valued
- Assigning a mentor for on-going support
- Essential administration - policies, processes and procedures
- Explain the role of the team – contribution to the organisation
 - Team charter
 - Mission, Vision, Values and Culture

Explain How Performance is Assessed

- Agreeing objectives and timescales
- Clarifying roles and responsibilities
- The performance targets of the team
 - Responsibilities of the team and team members
 - How is monitored and measured
 - Poor performance
 - Non-achievement of targets
- Regular meetings and on-going feedback

Create Awareness of Career Opportunities

- Outline opportunities for development
 - Training
 - Training methods
 - On-the-job training
 - Can do / will do evaluation chart
- The team member's responsibility for his/her own learning
 - Enhancing the performance of the team and the organisation

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

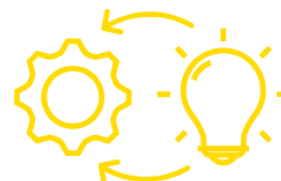


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass
- myQuest LMS



POST COURSE ASSISTANCE

Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can ‘Contact the Coach’ for support, Information or assistance with additional questions regarding the application of theory covered during the course.



Personal Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn’t just a takeaway – it’s a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

OUR COMMITMENT TO YOU ...

Kwelanga Training’s Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*