

Induction Design Workshop

Helping you make the right impact



Increase Staff Productivity

Have your new staff members up skilled and more confident:

- Capable
- Confident
- Engaged
- Empowered
- Focused
- Inspired

Induction Design Workshop Overview:

In this half day workshop we look at the individual aspects that make up an induction programme such as:

- ➔ Why have an induction
- ➔ Timing
- ➔ Design
- ➔ Content outline
- ➔ What makes a good induction
- ➔ Critical Success factors
- ➔ Where to start
- ➔ Who should be involved
- ➔ Understand the ROI

Why have an induction programme?

If you are spending money on recruiting staff then you need to be looking at ways of keeping those staff members longer.

An induction programme is the first experience a new staff member has of a new company. The first 90 days for any person in a new role is critical to the future success of that person in that role.

Figures from ACC indicate that it costs on average \$56,000 to train a new person in a role. Learn how to keep good staff longer through a successful induction.

Understanding transition and change management and how to provide a lasting positive impact on new staff can make a big difference to how your induction programme is received and the impact it has.



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Induction Design Workshop Topics

Why have an induction programme:

- ➔ Improve Speed to Competency
- ➔ Orientate New Staff
- ➔ Focus on core areas

Good, bad and ugly programmes:

- ➔ Cramming in too much?
- ➔ Ongoing inductions
- ➔ Examples of successes

What makes a successful programme:

- ➔ A formula for success
- ➔ Understanding how to organise
- ➔ How to make it engaging

Timing & Length:

- ➔ Suitability for your organisation
- ➔ How to reduce the timing

Content:

- ➔ What to keep in
- ➔ Who decides what

Course design tips:

- ➔ What works
- ➔ Make the right impact

Where to start:

- ➔ Understanding objectives
- ➔ Keeping focus
- ➔ Planning

Resources required to design a programme:

- ➔ Who to involve
- ➔ Where to go for help
- ➔ Accountability
- ➔ Management Buy-in

Who is it for?

- ➔ HR Managers
- ➔ Training Managers
- ➔ Trainers
- ➔ Team Leaders
- ➔ Call Centre Managers

"Companies that correctly invest in their people will see their people invest in their customers who in turn will re-invest with the company. A sound, fun and engaging induction programme will set the scene for an effective win-win-win relationship for your organisation, your people and your customers."



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Price for ½ day workshop

\$350+GST per person