



**SMART**  
CUSTOM TECHNOLOGY  
*automating the mundane*

# Induction Customised

Training Workshop

No prerequisites. 4 Hour workshop.



# Induction (Customised)

Create an impressionable warm welcome to your business by learning how to draft and implement an online, customised Induction Program including the following:

- Company History, Organisational Structure, Vision, Mission, Values
- Introduction to Key Managers
- Internal and External Customer Service
- Basic Conditions of Employment
- Use of Resources – Internet and Social Media
- Potential Conflict of Interest
- Employment Equity
- Health & Safety
- Social and Ethical Compliance
- Disciplinary Code and Procedure
- Conflict Resolution
- Industry Specific
- Company Specific
- Department Specific
- An Online Assessment

## COURSE OVERVIEW

- Statutory and specific standard requirements for employees
- Practical drafting and implementation of an Induction Program

## WHO SHOULD ATTEND

- Induction/Re-induction - All Staff
- Awareness Program of selected elements – select staff grouping

## ASSESSMENT

A competency assessment of practical implementation of course content.

## BENEFITS

Create a lasting impression to an employee's first day. Use the templates for annual re-induction / refresher training and specific requirements, e.g. Social and Ethical Compliance, Employment Equity. Contribute to a positive workplace culture by assimilating new employees in to the workplace. Imparting of essential information on Company's Policies and Procedures.