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How to design an induction program and execution in an organization.

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Introduction to induction:



The ambition of an organization is to gain employees commitment, for this induction is an important tool. Induction is training the employee to understand the organization culture and develop interdependency with others in the organization. In order to ensure a healthy working environment induction is a vital obligation for the employer. Performance can be improved with orientation. To create the right impression about the company induction is crucial. The significant change in an employee is brought through orientation program.

Important Aspects of the Induction Program:

- Office or site tour.
- Overview of the Company: (History, Mission, Vision).
- Introduction to the stake holders of the company.
- Introduction of who is who of the company.
- Dos and Don'ts.
- Human Resource Policies.
- Tests and Quizzes for the employees.

Section 1 – Questions regarding Pre-Employment

1. How were you recruited and selected into this organization?
2. Let us know about your satisfaction in the on-site interviews you attended?
3. Your satisfaction with the organization and its scheduling of interviews?
4. Your overall satisfaction in the interview process?

Essential tasks for welcoming the new arrival:

- Prepare the work area with resources in good condition.
- Maintain the work environment.
- Ensure that the front office executive receives the employee with grace and directs them.
- An induction partner could be arranged who can be referenced at the times of doubts for the new arrivals.

Section 2-Questions regarding New Employee Induction

	EXCELLENT	GOOD	SATISFACTORY	POOR
First day induction				
Being welcomed by your department comrades				
Manager's ability to lead				
The tools provided to you.				

Steps involved in designing an Induction Program:

As a supervisor you have responsibilities to improve and attain mastery in all new functions, this is possible only through induction.

- The first step is recruiting the employee followed by training plans for the employees.
- When a gap in competence is found, prepare for an on and off job training.
- The next step involves informing the new entrant with the important aspects about the job position, the role, necessity to be successful with the desired outcomes.
- Pace the employee: That is, don't overload them. Be flexible in repeating and being considerate to the new employee.
- The new employee has to be guided to gain employee satisfaction.
- Manuals can be an option of the induction program such as employee manual, giving them the outline about the rules and regulations of the company.
- The next step will be checking the employee with frequent questions to find out their level of understanding about the organization.

Section 3-Questions regarding Training:

	EXCELLENT	GOOD	SATISFACTORY	POOR
E-Induction				
Job Specific training-job roles				
The duration of the induction program				
Mentoring of the Managers				

Section 4-Questions regarding Job Specific:

	EXCELLENT	GOOD	SATISFACTORY	POOR
The Job role				

does it match you?				
Interpersonal relationship				
Work place satisfaction				
Overall satisfaction				

Example:

Let us consider an employee joining a Financial Public sector company.

- The recruitment and selection process would be writing exams which includes aptitude followed by a personal interview.
- The fresh employees have to be trained technically as well as behaviorally.
- Plans have to be made for the orientation program.

- The content of the employee varies depending upon the group the employee belongs to.
 - Graduates.
 - Post Graduates.
 - Long term unemployed.
 - Internal shifts.

- External employees from other concerns.
- People with disabilities.

Different groups will need different inducting process. Long term unemployed have to be motivated a lot, whereas persons with disability have to be handled with care. Graduates and Post graduates will have a considerable amount of energy to absorb information and share their knowledge to others.

- First day of the training schedule would be giving them the comfort as the new employees will be obviously nervous and have to be encouraged. Followed by getting introduced to others giving them details about councils, committees available.
- Clarity of their job role and responsibilities have to be given to the new employees.
- Next can be giving them a good food for thought with information regarding motivation and other employee related activities.
- Next step would be giving them an exposure to rules & regulations of the company.
- There is also a possibility giving them an employee handbook which contains their work timing, organization chart, job positioning, job rotation etc.
- The technical orientation plans include: Training them in the aspect of Saving Bank accounts, Loan accounts, Insurance and Deposit accounts.
- Followed by allowing them perform in their jobs.

Benefits of the new employee:

- Motivating the employee is a successful outcome of the induction program.
- Induction gives employees a positive attitude to confirm their decision to join the company and further continue the same.
- Self esteem and morale is built for the employee.
- Good communication is established and improved between the supervisor and the employee right from the beginning.

Conclusion:Evaluation:

- The supervisor has to make sure that the employees are trained well and they have to be given feedback forms for the employers final assessment about the result of the induction program.
- Depending on the assessment made further improvements can be made in the training schedule.

Sample Feedback Form:

	EXCELLENT	GOOD	SATISFACTORY	POOR
Was the program well managed				
Are the areas of improvement				
Rate your experience in the induction				
The objectives of the induction program was met				
Welfare and Grievances				
Health and Safety Policy				
The Manual				

New Concepts:

A customized e-induction program can be brought were the staff can get into the site mentioned and with instructions of the mentor can learn the lessons. This concept is cost saving, time consumption is less.

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