



Master Your Employee Induction

Transform new hires into confident team members with a structured approach



Why Structured Induction Matters



Prevents Overwhelm

Spreading information over time ensures better retention and understanding.



Nothing Missed

Systematic approach guarantees all critical information is covered properly.



Faster Integration

New employees become productive team members more quickly.

The First Month Framework

Don't cram everything into day one. Strategic timing improves retention.

1

Day 1

Essential safety briefing, workspace setup, immediate team introductions.

2

Week 1

Company culture, key policies, basic systems training.

3

Week 2-3

Detailed process training, department introductions, role-specific information.

4

Week 4

Review progress, address questions, confirm understanding of all areas.



Safety First, Always

Day One Priority

Basic safety and health briefing is non-negotiable on the first day.

Detailed training follows when needed for specific tasks or processes.

1

Day One

Essential safety briefing



Track Progress Effectively

01

Customise Plan

Adjust timing boxes to suit your organisation's specific needs.

02

Employee Confirms

Each box ticked or initialled confirms completion of that item.

03

Adapt Format

Modify checklist for any role, department, or time period required.



Real-World Success

Major New Zealand organisations use customised induction checklists to ensure consistent, thorough onboarding across all roles and departments.

Office Workers

Tailored systems and process training

Any Role

Format adapts to specific job requirements

Flexible Timing

Adjust periods to match your circumstances



Start Building Better Inductions Today

Need expert guidance on creating your perfect induction programme?

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