**Induction Planner**

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| **Employee Details** |

|  |  |  |
| --- | --- | --- |
| Name: |  | Start Date: |

|  |  |  |
| --- | --- | --- |
| Department: |  | Manager: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Photo | Contact Details | Induction Content | When | Where |
|  | **Insert Name**  Managing Director  <Insert Number> | An overview of the Business |  |  |
|  | **Insert Name**  Finance Director  <Insert Number> | An overview of our Finance Department |  |  |
|  | **Insert Name**  Sales Director  <Insert Number> | An overview of our Sales Department |  |  |
|  | **Insert Name**  Operations Manager  <Insert Number> | An overview of Operations |  |  |
|  | **Insert Name**  <Insert Job Title>  <Insert Number> | An overview of Health & Safety |  |  |
|  | **Insert Name**  <Insert Job Title>  <Insert Number> | An overview of… |  |  |
|  | **Insert Name**  <Insert Job Title>  <Insert Number> | An overview of… |  |  |
|  | **Insert Name**  <Insert Job Title>  <Insert Number> | An overview of… |  |  |
|  | **Insert Name**  <Insert Job Title>  <Insert Number> | An overview of Administration |  |  |

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| **Confirmation** |

Please sign below to indicate that you have met with the individuals above. Thank You.

|  |  |  |
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| Signature: |  | Date: |