

Leadership and Management

Staff Induction 1



Being new can be unnerving. There is so much to take in; getting to know new children and their families, finding your feet within the team, learning new policies and procedures etc. it can be a daunting time.

An effective Early Years Induction will help address any worries that new employees may have as well as outlining important information for the new employee to read and understand.

TASK 1

Consider and priorities these points -

- Making the employee feel welcomed.
- Giving the employee a chance to meet other employees.
- Helping build employee's self-esteem and motivation.
- Developing good communication between employer and employee.

How could/do you make this part of your induction process?

Do you do it well? How do you know this?

Could you make improvements? How?

TASK 2

Ask all staff members to think about what it was like for them when they were appointed to their role.

During their first week...

- What information or guidance was given to them?
- What other information or guidance would have been useful?
- Were they given the opportunity to shadow a member of staff?
- How could the manager/team have improved the induction?
- What were their concerns?

TASK 3

Use a blank poster or an outline of a person or tree. Put it on the wall. Staff could write their ideas on post-its, about their worries when they were new. This could really help you reflect on your process and embed some more robust processes.

How could these issues be addressed for any new staff member in the future?
How could this frame your settings induction process?