



## **Induction Training Course**

**Changing the way you work...forever!**

Induction Training is absolutely vital for new Employees. Good induction training ensures the Employee is trained correctly, settled in quickly and happily to a productive role. Induction training is more than skills training. New employees also need to understand the organisation's health and safety rules. Professionally organized and delivered induction training is the employee's initial impression of you and your organization. Proper induction training has increasingly become a legal requirement. Employers have a formal duty to provide new employees with all relevant information and training, particularly in relation to health and safety.

Induction training must include the following elements:

- **Mandatory training** relating to health and safety (Manual Handling and Ergonomic training)
- **Training evaluation**, entailing confirmation of understanding, and feedback about the quality and response to the training.

Occuhealth is the perfect resource for employers who wish to train employees.

### **In Practice:**

- **Inform:** Once an employee has been offered a position, their employer can inform them of their training requirements and provide them with access details to the training- proposed training time as arranged by the Organisation and Occuhealth.
- **Training:** Occuhealth will go onsite to facilitate the Induction training.
- **Management and Reports:** Upon completion of their training course(s), employees will receive a certificate for presentation to their employer on their start date.
- Additionally, a training record for each employee taking the course will be forwarded to the Human Resource Department for the employee's personal health and safety file.

### **Features**

*Duration of Course:* 1 day

*Delivery Method:* Presentation and Workshop

### **Occuhealth Ltd**

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