



Induction and Probationary Period Plan

Name:

Starting Date:

Line Manager:

Date	Topic to be covered	Who will cover topic
MONTH 1		
	Organisation Overview <ul style="list-style-type: none"> • History of Service • The philosophy and values • Strategic direction and plan • The people we support 	Denise Nygate
	Finance <ul style="list-style-type: none"> • Expenses claims – Subsistence guidelines • Payroll • Finances and where the money comes from • Rules 	Denise Nygate
	<ul style="list-style-type: none"> • Policy and procedures • Processes • Publications to read • Staffing and one page profile 	Denise Nygate
	Administration <ul style="list-style-type: none"> • Laptop/PC • Working from home/office base • IT, printers and phones • Leave forms • responsibilities • Admin support 	Denise Nygate
	Role of Break with Mates <ul style="list-style-type: none"> • Membership • Facebook • Use of internet and personal information • Yearly plan and expectation of roles in the organisation 	Simon Sargent/James Eames



Date	Topic to be covered	Who will cover topic
	Support and management <ul style="list-style-type: none"> • Expectations of the role • Annual away day and plans 	Line Manager
	Role of Friends and Places Southend <ul style="list-style-type: none"> • Pathway to service • What is offered • To go out on home visit 	Lizzie Frances
	Staff meetings Normally monthly but can be 6 weeks Read past minutes and notes	
	Apprenticeships – meet college	Denise Nygate
	Job placement	Simon Sargent
“	Admin role	James Eames
“	Fundraising	Si and Lucy
“	Volunteers	Siona/Lizzie
“	Supervision	Line Manager
“		
MONTH 3		
To be arranged	<ul style="list-style-type: none"> • Ongoing meetings with line manager • Further meetings with staff as identified by line manager to include focus/sounding groups 	
MONTH 6		
To be arranged	<ul style="list-style-type: none"> • Ongoing meetings with line manager <p style="text-align: center;">End of Probationary period</p>	