**Induction Training**

### *The slides to your induction training can be accessed* [*HERE*](https://www.canva.com/design/DAEeJ1DEYdg/share/preview?token=0tXRG30T9NzJUQK6yQDMcw&role=EDITOR&utm_content=DAEeJ1DEYdg&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton)

### *Please make sure that the information contained is relevant to your business and processes.*

**Induction Buddies**

Consider designating another trustworthy team member to the new staff member. This part can also be completed by the Head Therapist if your other team members workload is at full capacity. This can also include multiple team members to foster team bonding and share the load. It can be as simple as making initial introductions during a webinar and team members exchanging phone numbers.

**On the day of induction training**

Welcome the team remember, get to know them, walk through the Induction Presentation and Checklist. Please make sure that Checklist is signed on the last page following training.

You can also use this opportunity to provide staff with any HR Policies or Procedure Manuals that you choose to create for their role.

Finally, check that all the required forms previously emailed have been completed and forwarded to the support team.

**First day on the job**

Message the therapist and wish them all the best on their first day and remind them that you’re a phone call away if they need you. Let them know you will call them at the end of their day to see how it all went.