**Induction Training Notes**

### *In this training guide, you should include any important information for your therapists to keep. Below are some suggestions but these notes should match your induction training presentation. You should also provide the staff member with the topics and a place on the page to sign off and date having attended the training and the topics that were covered. You should also include a non-disclosure / intellectual property paragraph.*

### Contact details

### Include details here

**Who does what**

Include relevant information here

**Availability Process**

Include relevant information here

**Sick Personal Leave**

Include relevant information here

**Pays / Invoicing**

Include relevant information here

**New Client Checklist**

Include relevant information here

**Technology needed**

Include relevant information here

**Reporting needs**

Include relevant information here

**Late Cancellations and no shows**

Include relevant information here

**Meeting points and session times**

Include relevant information here

**Safety**

Include relevant information here