

Producing an induction plan

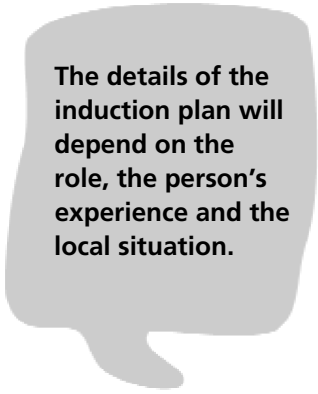
Producing an induction plan

This section is about producing an outline induction plan, and then tailoring it to suit each individual that you recruit. It will ensure adults become effective in their roles more quickly and stay for longer.

The length of time that the induction lasts for will depend on the adult and their experience and confidence, but a good rule of thumb is three to six months.

A good induction plan should list:

- all the induction activities that need to happen
- who will do them
- when they will happen
- where they will happen.



The details of the induction plan will depend on the role, the person's experience and the local situation.

The value of the induction plan will increase significantly if you discuss it with the individual. It should become a central point of co-ordination, ensuring that all the activities on the list actually happen. Raising people's expectations and not meeting them can be worse than having no plan at all.

The details of the plan will depend on the role, the person's experience and the local situation. However, induction activities can be considered in three key areas: information, meeting people, and having a go.

For each induction activity, the plan should identify who will organise and who will support the activity. When a new adult first meets people or attends a meeting, it will be less daunting if someone they know goes with them. Throughout their induction, the person should feel supported and know who to turn to with questions or concerns.

Provisional Appointment and induction training

As part of the plan, you should consider how the Provisional Appointment and induction training processes fit with the activities you are organising.

New adults taking on a Warranted position will be given an initial Provisional Appointment that lasts up to five months. During this period they will need to:

- be assigned a Training Adviser, and agree their Personal Learning Plan with them
- complete the *Getting Started* training (Module 1, *Essential Information* and Module 3 or 4, *Tools for the Job*)
- meet the Appointments sub-Committee
- meet the District Commissioner or their representative

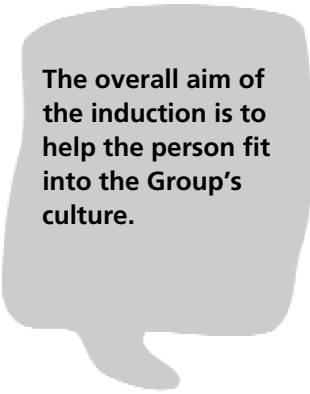
- receive a satisfactory CRB clearance.

The restrictions of the Provisional Appointment are as follows:

- The individual is not allowed 'unsupervised access' to young people until the CRB check comes back as clear.
- Their Personal Learning Plan must be completed.
- Ultimate responsibility lies with the line manager, including ensuring minimum standards of safety - the individual must work under supervision.
- The individual agrees with and abides by the key policies of The Scout Association.

Adults working towards their Wood Badge will be allocated a Training Adviser. They should also receive a copy of the *Adult's Personal File*, which will explain the Association's Adult Training Scheme. The *Adult's Personal File* will help the adult to design their Personal Learning Plan. Their Training Adviser will meet them early in their Provisional Appointment phase to help them produce their Personal Learning Plan.

Once the adult has completed all the necessary requirements of the Provisional Appointment, the Appointments Secretary will apply to Headquarters for the full Warrant to be awarded, or issue a local Appointment - as appropriate.



The overall aim of the induction is to help the person fit into the Group's culture.

Informal induction

Induction is as much about an attitude as a formal planned process. The overall aim is to help the person fit in with the Group's culture. We need to build their confidence and make them part of the team. As well as the bigger planned things, the little things are just as important:

- Where do they hang their coat?
- Is there a Leaders' social activity?
- Has the new adult been introduced to everybody on the team?
- Have they had a chance to just chat to others on the team?
- When do we do our planning?
- What events are already planned for the year?

How will the new person fit into the team?

When integrating the new adult into the team, we need to consider team dynamics. Do other members of the team need support in adapting to the new membership? It is easy to upset someone unintentionally when introducing a new member to the team. Do they all understand the new person's role? How will the new team interact with each other?

Appoint a buddy

Just as we often do with young people when they are new, we can buddy up new adults with existing members of the team to help them feel supported. It is important that they have the chance to have a go as soon as possible. This could be something as simple as running a game. Don't just give them the book to read and tell them to stand at the side and watch for a few weeks.

Your planned induction will not be able to cover everything. It is therefore essential to give the new person a chance to ask questions. Make sure they know that you would welcome their questions, and make sure you are available to answer them. There is nothing worse than being told, 'If you have any questions, ring me' and then being unobtainable. Go out of your way to meet the new person regularly

and ask them what questions or concerns they have. You might be able to use your own experiences to help them feel more comfortable about the things they don't know. For example, 'When I first started, I found the District structure very confusing'.

Some people may be uncomfortable asking their line manager what they think of as 'silly' questions. Make sure they are introduced to experienced members of the team so they feel at ease asking questions.

What should I include in the plan?

The following list includes suggestions of the activities and topics that you could put into an induction plan. Consider this list when you are putting a plan together. Decide which ones you want to include, which will not be needed and think of others that could be added to the list:

- Provisional Appointment received
- Meet with line manager to discuss plan
- Tour of Group meeting place
- Meet with Training Adviser
- Meet with Appointments sub-Committee
- Meet with DC
- Introductions to team
- Assign a 'buddy' from within the team to work with for the first couple of months
- Social event with team
- Visits to other Sections and Groups
- Introductions to Scout Fellowships, ADCs, and other supporters
- Information on local facilities available
- First regular meetings
- *Getting Started* training
- Support meetings from line manager initially every four to six weeks
- Goals for the first few months.

Example induction plan

Below is an example of an induction plan for an Assistant Cub Scout Leader, to show how the plan might work.

Name: Mary Smith (ACSL 1st Somewhere Scout Group)

Supporter: Fred Jones (Group Scout Leader - 1st Somewhere Scout Group)

Plan date: 1 February

Activity	By when	Organised by	Supported by	Completed
Meet other Section Leaders	4th Feb	Fred	Akela	
Tour of HQ facilities	4th Feb	Fred		
Meet Training Adviser	End Feb	Fred	Appt. Secretary	
Meet ADC(Cubs)	End Feb	Akela	ADC(CS)	
Visit 2nd Somewhere Cub Pack	end Feb	Akela	CSL of 2nd	
Meet Group Chairman, Secretary, Treasurer	end March	Fred		
<i>Essential Information</i> training	end March	Training Adviser	Fred	
Visit District Scout Shop or Outdoors	end March	Fred		
Attend a Group Leaders' meeting	end April	Fred	Akela	
Visit Beaver Colony meeting	end April	Fred	BSL	
Visit Scout Troop meeting	end April	Fred	SL	
Meet District Commissioner	end April	DC	Fred	
Attend District Cub Scout Leaders' meeting	end April	Akela	ADC(CS)	
Run a short activity	end March	Akela	Other ACSLs	
Run Grand Howl	end April	Akela		
Run a Pack evening	end May	Akela	Other ACSLs	
Review of progress	end April	Fred	Akela	
Attend a programme planning meeting	end May	Akela		

A pro-forma of this plan is available over the page.

