



Employee Induction Webinar

In partnership with Scottish Athletics &
Scottish Gymnastics

October 2023



Session Objectives

- Recap of the previous session;
- Overview of the employee induction;
- Evaluating the strengths and weaknesses of the employee induction;
- Induction process for self-employed individuals.



Recap of Previous Session and the Purpose of Employee Inductions



Recap

- Last session we discussed the different types of employment status and the impact this has on the business.
- We looked into how to identify an individual's employment status and the risks attached if incorrect status is assigned.
- We then moved on to discuss how to effectively recruit and onboard employees as well as the purpose of the induction process.
- Today's session will build on this, taking a closer look into the induction process.





Question?

How many of you currently utilize inductions when bringing on new staff?

What is the Purpose of an Induction?



The recruitment process is only the beginning of the employment relationship.

An effective induction builds on this relationship and plays a large role in the success or failure of the relationship.

It also gives an employees a more structured introduction to the business and the expectations the club has of its employees.

Overview of the Employee Induction



When should an Induction take place?

An induction is essential after recruitment to continue to establish the employment relationship in its early stages.

The induction presentation should be day 1 of employment

It's not a quick fix – an effective induction can last up to 6 months.

Not to be confused with the probationary period

Probation

- aimed more for the benefit of the employer
- to review and assess
- Focusses on them in relation to their specific role

Induction

- aimed more for the benefit of the employee
- To settle and familiarize
- Focusses on them in relation to the club as a whole

What makes a good induction process?



Planning – Map out what the induction process looks like before the employee starts.



Introduction to the club – New employees should be given an overview of the club, including the team, health and safety, rules and regulations etc.



Regular contact – There should be regular communication and check-ins between line managers and employees.



Scheduled training such as buddying or online modules.



Example Scenario

An employee is due to start at your club next week. Their contract has been issued to them and you have not heard from them in a few days.

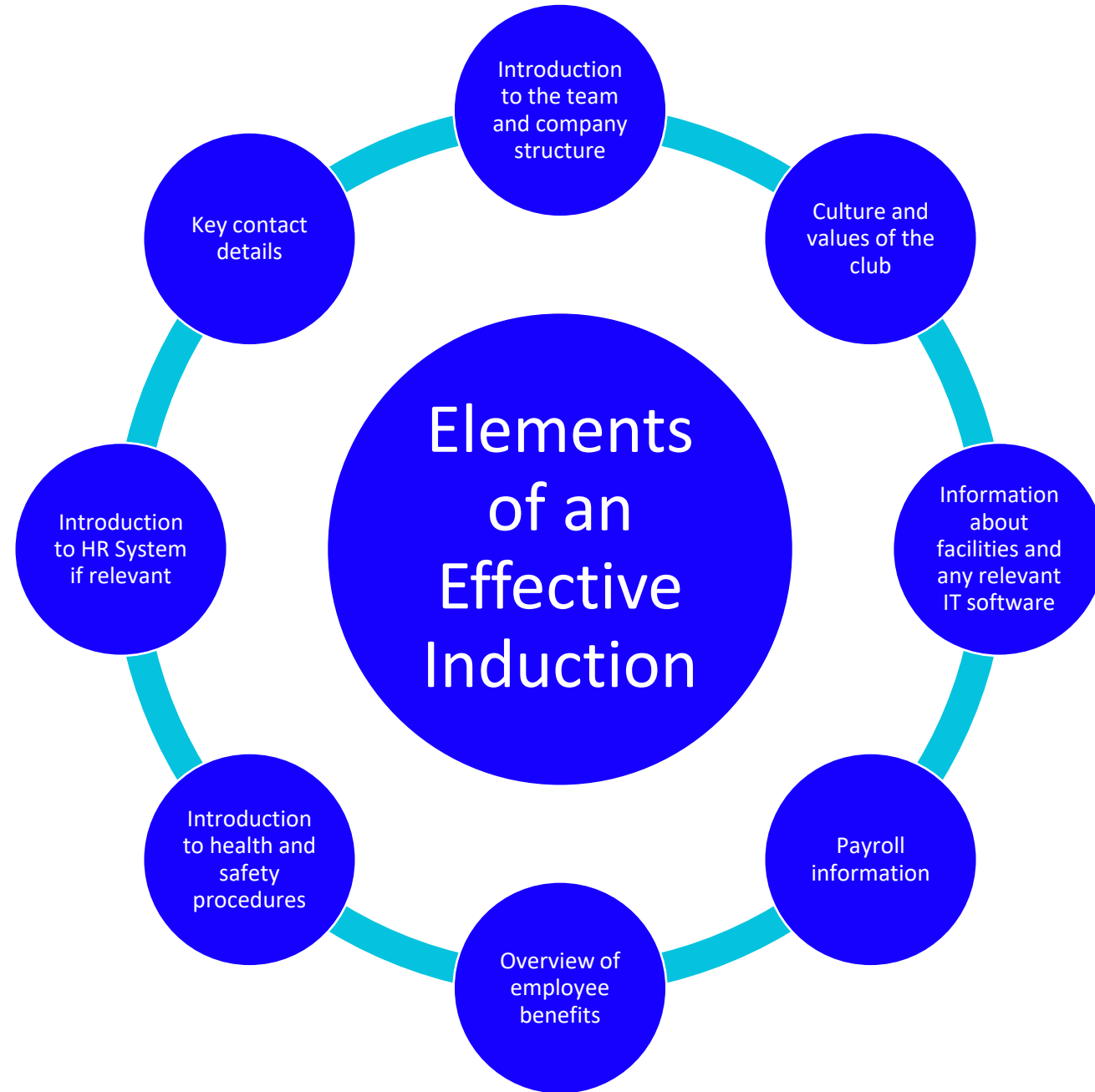


Discuss

How would you deal with this situation if you were the employees line manager?

What should a club do in advance of the employee starting?





Culture and Values



The induction is a good time for Clubs to really assess what their values are.



What do you want all your employees to keep in mind when they are representing the Club. And what culture do you want to embrace.



If you don't know at the moment, do some surveys or speak with staff to get their take.

Benefits of having strong club Values



Creating a stronger Club identity



Promoting higher employee retention rates and attracting new employees



Reinforcing shared Club goals




Positive values provide a positive company culture



Innovativeness, thanks to a strong team that appreciates management's commitment to values

Is there a difference between Culture & Values?

- Culture is the environment a company creates for its employees through programs, behaviors and hiring processes. Values are a company's guiding principles for business decisions, actions and company behaviors.
 - Culture is determined by the company, while values are determined by the people in the company.
 - Culture is adaptable to changing business needs, while values are unlikely to change.
 - Club Culture should mirror your club values.
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Example Timeline for an Induction

Stage 1 - Planning	Stage 2 – Initial Induction (Week 1)	Stage 3 – Week 2 to 6 months
<ul style="list-style-type: none"> • Issue employee with contract • Arrange initial training and plan for week 1 • Send out guidance for day 1 • Ensure that line manager makes contact with the employee before their start date • Arrange any necessary uniform/IT etc in advance 	<ul style="list-style-type: none"> • Initial induction presentation • Issue uniform/IT equipment • Meet and greet with team • Tour of building • Initial training • Risk assessments and health and safety training • Set plan for the rest of induction period and probation 	<ul style="list-style-type: none"> • Set regular targets/objectives • Regular reviews with Line Manager • In depth on-the-job training • The probationary review should take place within this time



Things to Avoid During the Induction Process



“One size fits all” approach to inductions

Overwhelming the employee with too much information on their first day

Leaving a new start alone for long periods of time

Focusing too much on the formal processes and not enough on the softer elements of an induction.

Inducting a self employed individual the same way you would an employee.

Benefits and Risks during the Employee Induction



Benefits of Completing an Employee Induction



ENHANCED
PRODUCTIVITY



GREATER JOB
SATISFACTION



REDUCED RISK OF
ACCIDENTS OR
INCIDENTS



IMPROVED
COMMUNICATION



CONSISTENT
COMPANY CULTURE

Risks of a Poor Employee Induction Process



Higher risk of staff injuries and claims from improper training



Leaves employees with a negative view of the club



Can leave employees feeling incapable/lacking in the skills required to do the job



Greater risk of unnecessary errors



Increased workplace stress



Loss of time spent managing performance issues later

How to Evaluate Whether an Induction was Effective



If an employee withdraws their offer at the last minute, contact them for details.



Ask employees for feedback at their probationary review



Regularly review employee performance



Measure turnover rates of employees with under 2 years service



Conduct detailed exit interviews

How to Induct a Self-Employed Individual



Recap: Differences between Employees and Self-Employed Individuals

Employees	Self-Employed
<p>Factors indicating employment include an individual:</p> <ul style="list-style-type: none"> • Having to perform the work personally. • Having to carry out the work when required (and the club would also be obliged to provide it). • Being integrated within the business (for example, by being part of a team). • Being controlled by the organisation in the way the work is done. 	<p>Factors indicating an individual is self employed includes:</p> <ul style="list-style-type: none"> • Actively marketing their work outside the organisation, being able to decide how it is done, and (possibly) providing a substitute to carry it out. • Not being integrated within the business, or subject to a high level of control. • Supplying their own equipment. • Accepting the risk of not being paid if the work is not done. • Submitting invoices for payment. • Having no obligation to accept work.

Things to Avoid when Inducting a Self-Employed Individual

Self employed individuals should not be treated as employees. As such, there are several key elements of the induction to avoid:

- Issuing the individual with an employment contract
- Issuing scheduled training or an induction plan
- Having in depth discussions with the individual about their role and responsibilities.
- Discussing employee benefits
- Providing a uniform (they are required to wear).



Induction Process for Self Employed Individuals



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Differences in the Induction Process for Employees and Self-Employed Individuals

Employees:

Receive a detailed introduction to their role.

Receive in depth on-the-job training.

Have regular check ins with their line manager

Whereas self-employed individuals:

Receive basic health and safety and procedural information

Do not receive formal on-the-job training unless it is essential such as health and safety.

Do not have regular meetings or conversations about their role, only the essential requirements of the work to be completed.

Recap

- Inductions are important to set the expectations of the employment relationship and help employees settle into the organisation.
- A good induction process is not just focused on week one of employment: it is important to take time to create an induction plan and to put in place a structure to see the employee through their first couple of months of employment.
- An effective induction should be as comprehensive as possible, encompassing payroll, HR and health and safety information as well as general operational information and role specific details.
- When inducting a self employed individual, it's important to note the differences in the induction process and not to treat the individual as if they were an employee.




Question?


What do you feel are the barriers of you implementing inductions within your club?

Any Questions?





Would the induction process be the same for new employees / new employees moving over from self employed contract / volunteers / self employed coaches? What does each variation involve?



Resources



Website:

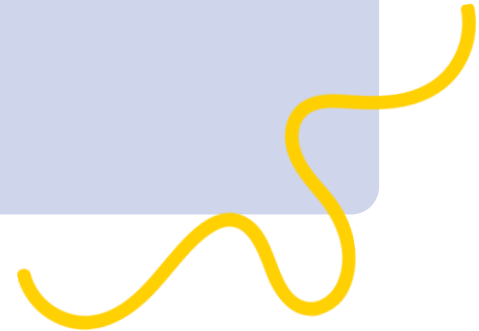
https://www.frenchduncan.co.uk/scottish_athletics_gymnastics/



Training slides



Example Induction Presentation



Thank you!



If you have any further questions please contact Georgia.Wilson@aabgroup.uk or call 07708871638

