



# Delivering an Effective Induction

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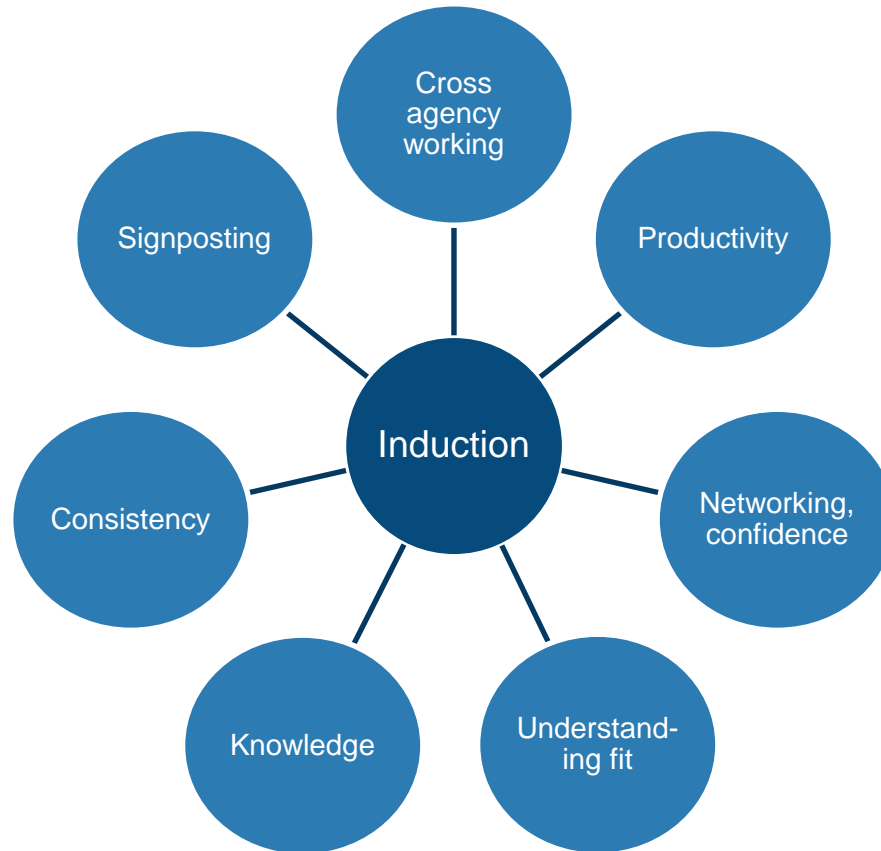
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# Objectives of the QAA induction

A schedule of 'events' that enable new employees to understand their role and how to do their job within their team and the wider QA sector.

A specific event for a group of new employees helping them to understand the role of QAA, our products and services in the wider sector and how they, as individuals, contribute to this.

# Intended benefits of induction



# Local Induction Events

Event	With	When
Meet with manager	Manager	Day 1
Office tour	Team member	Day 1
Emergency procedures	Fire warden	Day 1
Paperwork & benefits	HR Advisor	Day 1
IT introduction	IT Support	Day 1 or 2
In-house data management systems	Team member	Week 1
Processes e.g. holiday, expenses	Team member	Week 1 or 2
Information security	Relevant manager	Week 1 or 2
Meet with mentor	Mentor	Week 1 or 2

# Induction Day Agenda

Content	Timing
Welcome & introduction including Directorate	9.30-9.45
Activity – Getting to know one another	9.45-10.00
Who are we? <ul style="list-style-type: none"><li>• Stuck in a lift</li><li>• Activity – structure chart</li><li>• Activity – acronym bingo</li></ul>	10.00-10.45
What do we do? <ul style="list-style-type: none"><li>• Quality Assurance group – reviews, methods and stakeholders</li><li>• Engagement – students, employers and PSRBs</li><li>• Business Development – products, potential markets</li></ul>	11.00-12.30
Business understanding <ul style="list-style-type: none"><li>• Strategy, aims, objectives and workstrands</li></ul>	1.30-2.00
Reflection <ul style="list-style-type: none"><li>• Where do we fit in terms of other teams and the wider sector?</li><li>• How does this impact on our roles and work?</li></ul>	2.00-2.20
Ways of working	2.20-2.45
Managing our people	2.45-3.15
Activity – University Challenge	3.15-3.30



## Questions to consider:

- What is your own experience of induction in your agency. Do you have examples of where emotional engagement has worked well or poorly? How do these compare to QAA?
- What pitfalls have you encountered in your induction processes? How do these compare to QAA?
- How can we foster the development of attitudes in new employees?
- How can we engage new employees with the values of the agency?



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