



Early Childhood Australia
Tasmania Branch



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Building EYSAC Capability for Trainees Project

Webinar 5: Effective inductions

Presenter: Leon Thompson (MEGT CareerHub)



Effective Inductions

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Who are MEGT?

MEGT:

- is an Australian not-for-profit organisation that supports employers, apprentices, trainees, job seeker and students.
- offers a free service acting as the facilitator between employers and job seekers looking to enter a Australian apprenticeship or traineeship.

Effective recruitment and selection

- Every potential trainee is different. As a workplace coach, how could you participate in the recruitment and selection process?
- Trainees should be signed up only if they appear to be a good fit for the organisation. What is your team looking for (considering the fact that your trainee/s are most likely to have little or no professional knowledge).

Best practice onboarding

- Onboarding involves everything that happens before the trainee commences work.
- It's important to engage with trainees from the point that they are employed, not from the first day they start work (e.g., weekly phone call to check-in, invitation to drop in at a team meeting)
- Share relevant information (e.g., new starter pack)
- Set expectations
- Plan their first week and share with them what to expect.

Why do an induction?

- Induction ensures that trainees are initiated in the expectations, performance and culture of the service and organisation. It helps the trainee to understand their role and how they fit with the organisation. Trainees who are inducted well will add value to the organisation sooner as they will be able to work effectively as a team member sooner.

What are the benefits?

- The induction process helps the trainee to settle more quickly.
- Trainees better understand their role and how it fits with the organisation.
- Trainees feel respected and valued.
- Trainees better understand organisational policies, procedures and processes.
- Trainees receive information necessary for them to assimilate (e.g., standards of behaviour, organisational culture).
- The induction process establishes clear and positive communication with managers and team members.

There are some useful induction checklists that you can find online

<https://www.fairwork.gov.au/ArticleDocuments/766/template-induction-checklist.pdf.aspx>

https://www.business.tas.gov.au/_data/assets/pdf_file/0006/228039/Checklist-Induction.pdf

Important things to remember

- Fairwork and Business.tas.gov.au have some great induction resources. These can be useful for workplace coaches and mentors to look at as a way of initiating focussed conversations with new trainees.
- Tailor whatever induction you do to your workplace and organisation, and remember, a 17-year-old trainee's induction needs will differ to the needs of an older trainee.