Regional Induction Part 1
Contract and HR Documents

Updated: 31July13

Overview

This document outlines guidelines for the induction of new regional team members. These guidelines and accompanying resources present simple exercises and discussions that Regional Coordinators can conduct for any new team member: Project Officers, Field Office Administrators, Field Officers, Drivers and so on.

All of these team members are employed by Cardno Emerging Markets to work with the Tingim Laip project, and they are required to receive a comprehensive induction to introduce them to all policies and procedures of the project.

The Regional Induction is made up of three parts:

1. Part 1: Contract and HR Documents
2. Part 2: TL Overview, Cardno, Policies and Procedures
3. Part 3: TL Project Delivery

These sessions should be delivered in order and within the first month of the new team member starting their contract.

The main objective of the induction is to provide new team members with information. There is a lot of information in these sessions and it is a lot for a new team member to learn in a short amount of time. Unfortunately, this often means that there will be a lot of sessions that are not very participatory or active - try to remember this and to give lots of opportunities for questions as you move throughout the sessions. Also, feel free to be creative and think of different ways that you can make sessions more interactive and fun. If possible, try to run the session for at least 2 – 3 new staff members at a time – you will get more questions and this will help to encourage discussion.

TL will organize a centralised in-depth induction for all new staff once every 6 months to complement this process.

Part 1: Contract and HR Documents

Approximate Duration:	1 day
Resource Materials:	Powerpoint presentation Contract – 2 copies ToR

Blank copies of all 'New Employee Forms': AON Medical Insurance Plan Application Form; Bank Account Details; IRC Declaration; NASFUND Nomination Form; TL Conflict of Interest Declaration; Staff Details; Personal Contacts
Operations Manual

Objectives:

- Welcome new team members to Tingim Laip
- Ensure new team members have detailed understanding of contract
- Ensure new team members have detailed understanding of 'New Employee Forms' and complete these
- New team members oriented to office facilities and local team

Session One: Welcome new team members to Tingim Laip

- Start with a brief welcome and congratulations to the new team members
- Outline the induction process and why it is important to receive an induction
    - Gain understanding of project
    - Gain understanding of employee
    - Gain understanding of roles and responsibilities in the project
    - Gain understanding of benefits and rights within the project
    - Gain understanding of policies and procedures
    - ***You can run this session as a quick brainstorm to make it more interactive***
- Review induction sessions
    - Part 1: Contract and HR Documents
    - Part 2: Policies and Procedures
    - Part 3: TL Project and FO role in project delivery
- Review Part 1 session outline

Session Two: Contract

- Start with a brief overview of the session
    - Review your contract in detail
    - Ensure that you have a good understanding of your contract and what you are signing on to – what does it mean? What are you responsible for? What is Cardno responsible for?
- Give each person a copy of their own contract (the facilitator should work off a copy of a contract)
- The facilitator will conduct the session as a 'facilitated reading' exercise. (*This is probably one of the worst facilitation techniques to use in general, but in this instance, it is probably the most practical – suggestions and other ideas welcome!!!)*
- Refer to powerpoint presentation for remainder of this session.
    - Where detailed notes are not provided, you should be able to explain the contents of the contract in greater detail.
    - Where possible, the relevant section in the Operations Manual has been referenced. This is a great opportunity to get new officers used to using the manual as a source of detailed information.

    - If you get stuck, please call DPM, PM or HR for assistance and clarification (and we will amend this document and resource package accordingly).

Ice breaker/ Energiser of your choice

Session Three: HR Documents

- As Cardno employees, all new staff members are required to complete a set of 'New Employee Forms'
- Use this session to explain each form and help new staff to complete the forms
- At the end of the session provide a copy of each of the forms to the staff member for their records.
- Send the original forms to the National Office.
- Refer to powerpoint presentation for remainder of this session
    - Where detailed notes are not provided, you should be able to explain the contents of the contract in greater detail.
    - Where possible, the relevant section in the Operations Manual has been referenced. This is a great opportunity to get new officers used to using the manual as a source of detailed information.
    - If you get stuck, please call DPM, PM or HR for assistance and clarification (and we will amend this document and resource package accordingly.)

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Summary and wrap up