

# Regional Induction Part 2 TL Overview, Cardno, Policies and Procedures

Updated: 8 August 13



## 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 2: TL Overview, Cardno, Policies and Procedures**

Approximate Duration: 2 days

Resource Materials: Powerpoint presentation  
Operations Manual  
Fraud Quiz

### **Objectives:**

- Provide overview and history of Tingim Laip project
- Provide overview and background on Cardno Emerging Markets
- Provide introduction to Tingim Laip Key Partners
- Provide introduction to key HR Policies
- Provide introduction to Financial Management and Fraud Policies

### **Session One: Overview and History of Tingim Laip Project**

- Refer to powerpoint presentation for remainder of session.
  - Where detailed notes are not provided, you should be able to provide necessary explanation.
  - 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 Two: Cardno Emerging Markets**

- Refer to powerpoint presentation for remainder of session.
  - Where detailed notes are not provided, you should be able to provide necessary explanation.
  - 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: Tingim Laip Key Partners and NHS 2011 - 2015**

- Refer to powerpoint presentation for remainder of session.
  - Where detailed notes are not provided, you should be able to provide necessary explanation.
  - 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 Four: HR Policies and Procedures**

- Refer to powerpoint presentation for remainder of session.
  - Where detailed notes are not provided, you should be able to provide necessary explanation.
  - 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 Five: Financial Management and Fraud Policies**

- Refer to powerpoint presentation for remainder of session.
  - Where detailed notes are not provided, you should be able to provide necessary explanation.
  - If you get stuck, please call DPM, PM or HR for assistance and clarification (and we will amend this document and resource package accordingly).
- Fraud Quiz

### **Summary and wrap up**