

## Induct, Train and Develop checklist (insert organisation / logo)

Tasks	Download template	Tick when complete
Design your own induction process and checklist.	Induction checklist	<input type="checkbox"/>
Ensure all essential policies and procedures are available for a new employee to read when they start work.	Policy document template	<input type="checkbox"/>
Develop a training plan for a new employee to cover the duration of their probationary period. Ensure all aspects of the role are covered.	Training plan template	<input type="checkbox"/>
Implement and monitor new employee training plans.	Training plan template	<input type="checkbox"/>
Implement and monitor reviews of performance during the qualifying period.	Initial performance review	<input type="checkbox"/>
Implement and monitor individual and team training plans.	Team training plans	<input type="checkbox"/>
Update the team training plan to check if other employees need similar types of training.	Team training plans	<input type="checkbox"/>