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

| **Tasks** | **Download template** | **Tick when complete** |
| --- | --- | --- |
| Design your own induction process and checklist. | Induction checklist | [ ]  |
| Ensure all essential policies and procedures are available for a new employee to read when they start work. | Policy document template | [ ]  |
| 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 | [ ]  |
| Implement and monitor new employee training plans. | Training plan template | [ ]  |
| Implement and monitor reviews of performance during the qualifying period. | Initial performance review | [ ]  |
| Implement and monitor individual and team training plans. | Team training plans | [ ]  |
| Update the team training plan to check if other employees need similar types of training. | Team training plans | [ ]  |