

INDUCTION TIMETABLE

NAME **DATE**

TIME	TASK	RESPONSIBLE PERSON	COMPLETED
8.30am - 10.00am	Introductions	HR Officer	
	Workplace tour	HR Officer	
	Who 's who in the organization	HR Officer	
10.00am - 10.15am	Morning Tea		
10.15am - 11.00am	IT System Orientation / radio communication	IT Officer	
11.00am - 12.00pm	OH&S Procedures and evacuation	HR Officer	
	Working safely plan	HR Officer	
	Policy and procedural requirements, e.g. equal employment opportunity	HR Officer	
12.00pm - 1.00pm	Lunch		
1.00pm – 5.00pm	Business over view	Administration Manager	
	Training Plan	Administration Manager	
	Nominated Buddy	Administration Manager	
	Introduction to duties	Administration Manager	