



Policy:

Sligo CIL will ensure that employees are facilitated in attending all statutory training, i.e. training that is either explicitly required in legislation or deemed by the organisation to be necessary to ensure the safety, health and welfare at work of employees and others.

Compulsory Training:

All employees will be given time off from work for compulsory training and will be paid at standard training rate for time spent attending. Compulsory training will be provided by Sligo CIL at no cost to the employee. When an offer to attend training is made by the company it will indicate whether or not the training is compulsory.

Non-Compulsory Training:

Non-compulsory basic training will be provided free-of-charge to all employees but no hourly remuneration will be paid. Very costly non-compulsory training such as Studio Three may be provided occasionally. Employees will be required to pay a deposit for such training which will be forfeited if they leave Sligo CIL within a year of completing. There will be no hourly rate of pay for attendance.

Purpose:

The purpose of this policy is to outline to management and employees of Sligo CIL the manner in which training requirements will be met.

Scope:

This policy applies to management & employees of Sligo CIL.

Responsibilities:

Management must ensure:

- as far as is reasonably practicable, the safety, health and welfare at work of all CIL employees and others affected by CIL activities,
- appropriate structures are in place for the effective implementation of this policy,
- this policy is brought to the attention of all employees and others as appropriate,
- arrangements are in place for identifying, evaluating and managing occupational safety and health training needs and attendance,
- appropriate resources are available to support the implementation of this policy,
- records of employees attendance at training are maintained and kept available for inspection.

Employees must:

- Attend all training identified as necessary.

Induction

Sligo CIL believes that all new employees must be given timely induction. This is regarded as a vital part of staff recruitment and integration into the working environment. This policy defines the

company's commitment to ensuring that all staff are supported during the period of induction, to the benefit of the employee and Sligo CIL alike.

Purpose:

Sligo CIL recognises their legal duty under the Safety, Health and Welfare at Work Act 2005 to provide instruction, training and supervision to Sligo CIL employees. The purpose of induction training is to ensure:

- A smooth transition into the organisation for new staff members
- That new employees understand Sligo CIL vision, culture and ethos, and their role in promoting and maintaining these.
- That the new employees are provided with an understanding of the function of the organisation, their role in it, and matters related to practice and service provision.

Objective:

Sligo CIL aims to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy aims to set out general steps for managers and staff to follow during the induction process. It is expected that management and staff will adhere to this policy.

Sligo CIL expects that the implementation of good induction practice by managers/supervisors will:

- Enable new employees to settle into the company quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Reduce costs associated with repeated recruitment and training.

Sligo CIL's commitment:

Sligo CIL management will:

- Maintain and update the Induction Policy.
- Review all policy, procedure and guideline documents on a regular basis
- Provide a checklist to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for staff.
- Provide relevant formal training courses necessary to assist the induction process.

Guidelines for managers/supervisors:

General:

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this difficult period and to help them become fully integrated into the company as quickly and as easily as possible.

Benefits of induction:

- The advantages of an effective and systematic induction process are as follows:

- It is a method of formally introducing the employee to their work location and colleagues and the mission and values of Sligo CIL.
- It enables new employees to settle into the company quickly and become productive and efficient members of staff within a short period of time.
- A clear understanding of their job, role and responsibilities will also ensure that the new employee is aware of the importance of team-work within Sligo CIL and their role within the team.
- It ensures that new entrants are highly motivated and that this motivation is reinforced.
- It discourages lateness, absenteeism and poor performance.
- It develops a management style where the emphasis is on leadership.
- It makes sure that new employees operate in a safe working environment.
- It endeavours to reduce staff turnover, and costs associated with repeated recruitment and training.

Induction checklist:

- The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive.
- It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered.
- Managers/supervisors should ensure that all matters have been properly understood whilst the checklist is being completed.
- Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties.
- At the end of the process the induction checklist should be signed by the relevant parties and placed in the employee's personnel file.

First day of employment:

- Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment, etc.
- It is important to introduce them to their new workplace and colleagues at the earliest opportunity.
- An introductory talk can be combined with the provision of general information and exchanging any necessary documentation.
- A tour of the workplace should be arranged allowing the company to be viewed as a whole and the recruit to see where he/she fits into the organisation.
- If possible one of the new entrants colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

Completing the Induction Process:

Induction can be said to end when the individual becomes fully integrated into the organisation. Follow up is organised by staff support worker at Sligo CIL to ensure all is well.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021

MP 10/05/2021