First week induction planner

Pick one role and one task a new starter will do in their first week. Fill in this page with the person who supervises that work.

Role or team

First shift or start date

Which task will the starter need to do?

What could they learn before the shift?

What will someone show them on site?

What will you watch or listen for when they try it?

Who will check?

Check date

Worked example

A new starter practises reporting a damaged pallet. The supervisor shows the local reporting process, then watches them explain the issue and choose who to tell.

Induction modules learnt.one/offers/team-induction