



Law Society of Ireland

*Information for Law Firms from the
Employment & Equality Law Committee*

Induction & Training Guideline

INDUCTION TRAINING GUIDELINE

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Sample contracts, policies and guidelines will need to be tailored to the needs of individual firms/practitioners, who should in all cases consult the relevant legislation and codes of practice. Employment and Equality Law is the subject of frequent changes, whether by legislation (domestic and European), or as a result of case law.

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Induction training is vital for all new employees. Good induction training ensures new employees are retained, and then settled in quickly and happily to a productive role. It provides the new employee's first proper impression of your firm, welcomes them, helps shape their attitude towards the firm and reinforces their decision to come and work there. Its goal is also to assist employees reach desired standards of employment more quickly.

Induction training is more than just skills training; it assists the new employee adjust to their new work surroundings and culture and learn the basic organisational procedures and rules that seasoned employees take for granted, for instance, the office layout, security systems, who's who within the firm, personnel practices, workplace procedures, dress code etc. It also clarifies job requirements and performance expectations.

Proper induction training is increasingly a legal requirement. Employers have a formal duty to provide new employees with all relevant information and training relating to health and safety.

The structure of the induction process depends on the size and nature of the firm, the level of the post and how familiar the employee is with the business. The first step should be to devise an induction programme, which usually will last for 2/3 days.

Involve existing staff in the induction programme to ensure new employees are looked after and not left on their own to work things out. Existing staff can accompany, demonstrate, provide on-the-job coaching and mentoring. Meeting and getting to know other staff are essential aspects of the induction process.

Below is a sample checklist for induction training; it will need to be tailored to the individual needs of each firm.

General introduction:

- Organisational history and background
- Organisational overview and structure
- Office tour – canteen or kitchen facilities/toilet facilities/cloakrooms etc.
- Introductions to staff -who's who - names, roles, responsibilities

- Transport and parking
- Security
- Health and safety procedures
- Emergency procedures, fire drill, first aid

The job:

- Location of role
- Requirements of new role
- Current priorities
- Required standards
- Communications overview; telephone and email
- Location of information required to perform the job: computer files, physical files, contact information etc.
- Reporting structures
- Assistance, training, support, who to ask for help and advice
- Supervision, performance appraisal

Firm rules and workplace procedures:

These may be contained in the contract of employment and/or Employee Handbook, which may include policies on:

- Hours of work
- Rest arrangements
- Time keeping
- Dress code
- Method and frequency of salary payment
- Overtime
- Work flexibility
- Reimbursement of expenses
- Probation
- Annual leave/public holidays
- Protective leave - maternity/adoptive/parental
- Special leave/compassionate leave/force majeure leave/jury service/religious holidays
- Absence policy/Sickness absence
- Sick pay scheme
- Retirement age
- Pension scheme
- Permanent health insurance
- Private health care
- Life assurance
- Disciplinary procedure
- Grievance procedure
- Notice requirements
- Trade Union membership
- Equal opportunities policy
- Bullying and harassment policy
- Training
- Further education
- Promotion
- Performance reviews
- Data protection

- Health and safety
- Fire emergencies
- Drug and alcohol use
- Smoking policy
- Mobile phones
- Medical treatment and examinations
- Email and internet policy
- Relationship conduct
- Confidentiality
- Copyright and design rights
- Conflicts of interest

Use a feedback form to check the effectiveness and response to induction training. Induction training should be a continuously evolving and improving process. It is good practice for a manager to monitor and review progress after the first few weeks of employment and discuss any problems the new employee may have. There could be a follow-up interview after the first week and then probationary reviews at regular intervals.

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