



## New Employee Induction Schedule

**Employee Name:**

**Department:**

**Location:**                    **Head Office**

Date	Content Focus	Areas to be Covered	Content Leader	Done
<b>WEEK ONE</b>				
	<b>HR</b>	<ul style="list-style-type: none"> <li>▪ Introduction to staff</li> <li>▪ Provide employee with copy of the induction schedule</li> <li>▪ HR forms to be completed</li> <li>▪ HR Manual and other policy documents</li> <li>▪ Employee benefits</li> <li>▪ Probation period objectives setting</li> <li>▪ Setting up meetings with line manager</li> <li>▪ Staff meetings – frequency and content</li> <li>▪ Introduction to cascade system</li> </ul>		
	<b>Security Briefing</b>	<ul style="list-style-type: none"> <li>▪ Overview of Security function</li> <li>▪ Travel Advisory– general/specific</li> <li>▪ Office security system</li> <li>▪ Emergency contact details</li> <li>▪ Incident reporting policy</li> <li>▪ Office Telephone Warden system</li> <li>▪ Proof of Life</li> <li>▪ IFRC online security course</li> <li>▪ Understand &amp; explore any concerns of staff regarding security</li> </ul>		
	<b>Admin/ Logistics</b>	<ul style="list-style-type: none"> <li>▪ Overview of Admin/Logistics department</li> <li>▪ Team members/roles within admin/ logistics unit</li> <li>▪ Key deliverables from the unit – monthly reports, procurement tools etc</li> <li>▪ Authorization for office access (alarm, keys) as applicable</li> <li>▪ Assets and consumables for new staff</li> <li>▪ Travel (Domestic and international) procedures including formats</li> <li>▪ Telephone usage (mobile, landline)</li> </ul>		
		Lunch Break		
	<b>Country Program Overview</b>	<ul style="list-style-type: none"> <li>▪ History of the country program</li> <li>▪ Country program Organogram</li> <li>▪ Key Programme Engagements and beneficiaries Key Partners &amp; Allies</li> <li>▪ Internal ways of working</li> </ul>	Andrew	
	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Overview of key HR functions</li> <li>▪ HR team &amp; functions</li> <li>▪ Values of MANEPO and org. culture</li> </ul>	Wezzie	

		<ul style="list-style-type: none"> <li>▪ Performance Management system</li> <li>▪ HR policy clarifications</li> </ul>		
	<b>Internal Controls</b>	<ul style="list-style-type: none"> <li>▪ Key finance unit deliverables</li> <li>▪ Authorization matrix</li> <li>▪ Internal Control procedures</li> <li>▪ Expense coding- transaction &amp; acc. codes</li> <li>▪ Partner Management systems</li> <li>▪ Grants budget management</li> <li>▪ Programme /proposals/budgets and issues (for program teams)</li> </ul>	Pachalo/Emmanuel	
	<b>Finance</b>	<ul style="list-style-type: none"> <li>▪ Travel cash advance requests (Timelines, Forms, approvals)</li> <li>▪ Settlement of advances ( timeline, receipts, night-out rates, Form, and process etc.)</li> <li>▪ Payments - statutory deductions, suppliers</li> <li>▪ Funding management and Liaising with our Bank</li> </ul>		
		<b>Lunch Break</b>		
	<b>Communications</b>	<ul style="list-style-type: none"> <li>▪ Overview of MANEPO Communications activities</li> <li>▪ Communication policy and Social media</li> </ul>		
	<b>IT</b>	<ul style="list-style-type: none"> <li>▪ IT system and assets within the office</li> <li>▪ IT policy</li> <li>▪ Computer, printer, phone, Wi-Fi connection set up and guidance</li> <li>▪ Drive orientation</li> <li>▪ Staff email</li> </ul>		
	<b>Fundraising</b>	<ul style="list-style-type: none"> <li>▪ Overview of proposal development and collaboration</li> <li>▪ Donors/funding sources</li> </ul>		
	<b>Staff orientation</b>	Reading and familiarization with policy and programme documents		
	<b>Job Specific Brief</b>	<ul style="list-style-type: none"> <li>▪ Functions and responsibilities of finance team</li> <li>▪ Job description - role &amp; responsibilities</li> <li>▪ Linkages with different team members within the office and other offices, including regional and HQ and Supporting Members</li> <li>▪ Key performance indicators for the role/setting objectives</li> <li>▪ Key external linkages – government, partners, other organizations</li> <li>▪ Immediate priorities for the role</li> <li>▪ Ongoing fundraising initiatives for the network members</li> </ul>		
	<b>Advocacy/ Networking</b>	<ul style="list-style-type: none"> <li>▪ Overview of national advocacy agenda and Policy</li> <li>▪ Overview of Network Coord &amp; Development</li> <li>▪ Recruitment of Partners and Network members - growth and expansion of the network members.</li> <li>▪ Understanding of work around influencing SDGs, AU protocol and UN Convention.</li> </ul>		

1. Induction shall be in line with the Department Induction Guidelines (it is therefore mandatory for each HoD to develop a generic departmental induction guideline).

I \_\_\_\_\_ have completed and fully participated in the MANEPO on-boarding process and have submitted all documents requested of me.

Comments:

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*