

coop midcounties



coop midcounties
learning & development 

Colleague Induction 'Guide 2 Development'

Colleague Name

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A very warm Welcome to Co-op Midcounties Society

Congratulations on your new role, it's our pleasure to personally welcome you to your new position as a colleague within Team Midcounties. We do hope you found your Society Induction Session to be educational, informative and you now feel knowledgeable about how Co-operatives operate differently to any other business.

Our values are very important to us and are demonstrated in everything that we do.



Your development journey continues with us and over the coming weeks your Manager/Buddy will be on hand to offer you guidance and support. You will develop your knowledge of Co-op Midcounties even further and be fully understanding of the part you will play in ensuring we remain a successful Co-operative.

We know that starting a new job is an exciting time and to help familiarise yourself with your place of work and to gain the necessary skills and knowledge required to become completely effective in your role, we have designed the following document for you to complete along with your Manager/Buddy.

Throughout your first 13 weeks, your development journey will take on many forms and these are as follows:

- Access eLearning to complete necessary Society and Group specific training modules
- Completion of Legal & Compliance business requirements
- Attend learning events when required
- Participate and perform role specific duties
- Self-development by utilising the Society's information tools, including the colleague website and Intranet

This document will help you to record your development journey and also capture any key actions required to further develop you in a particular area. We would like to take this opportunity to wish you every success on your journey with Co-op Midcounties.

Co-op Midcounties Learning & Development Team

New Colleague On-boarding Experience

It is a requirement for all new colleagues to complete their Welcome to Midcounties and compliance elearning modules within 4 weeks of their start date, along with their site induction.

Note to Hiring Manager - please delete as appropriate:

Your Welcome session has been booked for at
– you will receive an email with joining instructions a week in advance.

Or

You will need to complete the Society online modules by

Welcome to Team Midcounties

Proud to be Midcounties

DOES

Membership

Steering Wheel

Team Midcounties Strategy

It is a legal requirement for our compliance eLearning modules to be completed by all new colleagues.

PCI DSS (only mandatory if relevant to role)

Social Media

Data Protection

Health & Safety

Please note: Managers and Leadership Team should also access i.Learn and complete the Manager and Leadership Jigsaw to find further information relevant to their induction. These can be found in the Manager Zone.

Welcome to your place of work

Day 1	Date completed
<p>Tour of the premises & site standards to include:</p> <ul style="list-style-type: none">• Toilets• Refreshment & kitchen area• Fire exits, assembly point & evacuation procedure• First aider / responsible person, first aid box & accident book• Site security procedures - entry & exit procedures, securing of personal belongings, internal and external visitors to your site• Parking facilities• Notice boards – what they are used for and what key information can be found?• Smoking area & policy• Where to locate the colleague dress standards policy and fully understand the expectations required of you• What is the Customer Journey frame work and how will you deliver this consistently?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Introduction to your team</p> <ul style="list-style-type: none">• Getting to know your colleagues• Understand the expertise within your team and identify how their knowledge & skills will support with your ongoing development	<p>.....</p> <p>.....</p>
<p>Working hours & breaks</p> <ul style="list-style-type: none">• Discuss required working hours including start and end times, lunch breaks etc.	<p>.....</p>
<p>Absence procedures</p> <ul style="list-style-type: none">• Where to locate the absence policies and demonstrate your understanding. To include paid and un-paid absence and the reporting process which must be adhered to.	<p>.....</p>

Welcome to your place of work

Week 1

Date completed

Introduction to the Management Team

- What is the Management structure of your Site/Group/ Wider Society?

KRONOS

- Manager/Buddy – To deliver a demonstration of the Kronos portal, highlighting the key functions including how to request leave
- Colleague to demonstrate how to access Kronos via the web portal and the App

E-payslips

- Manager/Buddy – To deliver a demonstration of how the colleague will view their online payslip

Society and Group communication methods

- What are the key ways the Society and your Group keeps you updated with the latest news?
- To include - Colleague Connect, Team Talk, Intranet & Group Specific

PSG policies

- Where will you find key policies relating to your role?

Policies

I confirm I have read and understood the following key policies:

1. Diversity and Inclusion Policy
2. Data Protection Policy
3. Bribery and Fraud Policy
4. IT Usage Policy
5. Whistleblowing Policy

Signature

Welcome to your place of work

Week 1

Date completed

Health & Safety

- Review and sign Health & Safety Policies / Procedures

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Role Profile

- What are the key responsibilities within my role and where do I locate my role profile?

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Colleague benefits

- What are the benefits available to me as a colleague and where can I find more information?

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My Voice makes a difference

- Who is your local Colleague Council representative and what is the purpose of Colleague Council & Colleague Forum?
- Why is it important to have a Colleague Survey and when do they take place?

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- Regional community or Keeping it local – Explain our community differences and which is applicable to your site? Who is your current charity partner and what fundraising has taken place and is also planned for the remainder of the year?
- Community participation hours – What are the minimum requested community participation hours per colleague and how have your colleagues within your team delivered their hours?

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Welcome to your place of work

Week 1

Date completed

Membership

- What are the range of benefits available to a Co-op Midcounties member?
- Explain the key features of the Members App?
- Annual General Meeting / Half Yearly Meetings – Why do we have an Annual General Meeting / Half Yearly Meetings and what is the purpose of these events?

My Learning & Development Opportunities

- What opportunities are available for you to develop your knowledge and skills further?

Welcome to your place of work

Week 1 - Group/Site Specific

Date completed

Week 1 - Group/Site Specific	Date completed

Welcome to your place of work

Week 1 - Key Learnings and Actions

Welcome to your place of work

Week 2

Date completed

Week 3

Week 4

One to one progress review with Manager

Welcome to your place of work

Week 5

Date completed

Week 6

New Colleague 6 week review

Week 7

Welcome to your place of work

Week 8

Date completed

One to one progress review with Manager

Week 9

Week 10

One to one progress review with Manager

Welcome to your place of work

Week 11

Date completed

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Week 12

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Week 13

New Colleague 13 week review

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Please Sign below once all sections have been fully completed.

Colleague Signature

Manager Signature

Date

We understand that new colleagues joining our Society will already have certain key knowledge & skills applicable to their role. Below is a selection of further development opportunities for you to go through with your Manager and to decide when, if applicable, they need to be completed by and are to be mapped onto the development calendar. Any development areas highlighted below as being compulsory training must be mapped onto the training calendar for completion unless this has been completed in a previous role and can be evidenced.

Compulsory	Development	Description

Please use the below document to record learning outcomes and track progress.

One to one progress review





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