



GRADUATE INDUCTION COURSE

"Find a job you enjoy doing, and you will never have to work a day in your life." -Mark Twain

This graduate induction training course provides new employees with a comprehensive overview of their rights and responsibilities as a graduate, both in the workplace and beyond. Special emphasis is put on developing soft skills such as communication, problem solving and teamworking. Additionally, topics covered include understanding relevant policies and procedures, culture and values, safety and security and data protection. Our course delivers insightful and engaging presentations, interactive exercises, case studies and open discussions to help graduates get off to the best start possible in the workplace.

Key Course Content:

- Understand and manage expectations set by the organisation.
- Begin to understand the concept of taking ownership of task resolution without seeking advice at every step.
- Be more organised and structure the day to complete allocated tasks and activities.
- Understand the future direction of the organisation and how they can contribute towards achieving short term and long-term objectives of the company.
- Act professionally and be able to cope with uncertainties.
- Use time management techniques to deliver value faster.
- Manage their personal and professional aspirations.
- Build better levels of trust with managers.



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.

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