TEMPLATE **Induction programme**

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| Induction Programme: XXX | | | | | |
| University Card number: | | XXXX | | | |
| SSO: | | XXXX | | | |
| MSD IT account username: | | XXXX | | | |
| Line Manager: | | XXX – XXX | | | |
| **Week 1** | | | | | |
| Monday | Tuesday | | Wednesday | Thursday | Friday |
| *A.M.*   * *Health & Safety* * *Induction with Line Manager* | *A.M. / P.M.*   * *Mandatory training* | | A.M.   * *Attend coffee morning 11am* | A.M. | A.M. |
| *P.M.*   * *Mandatory training* | P.M. | P.M. | P.M. |
| **Week 2** | | | | | |
| Monday | Tuesday | | Wednesday | Thursday | Friday |
| A.M. | A.M. | | A.M. | A.M. | A.M. |
| P.M. | P.M. | | P.M. | P.M. | P.M. |