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. |