[Company Name / Logo]

**Induction Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| <<Date>> | <<Date>> | <<Date>> | <<Date>> | <<Date>> |
| **09.00 – 10.00** | Welcome |  |  |  |  |
| **10.00 – 11.00** | Meet the team | Get to know the systems we use  |  |  |  |
| **11.00 – 12.00** |  |  | Meet the IT Department |  |  |
| **12.00 – 13.00** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **13.00 – 14.00** |  |  |  |  |  |
| **14.00 – 15.00** | Get to know the systems we use  |  |  | Get to know the systems we use  |  |
| **15.00 – 16.00** |  | Meet the Finance Department |  |  |  |
| **16.00 – 17.00** |  |  |  |  |  |
| **17.00 – 17.30** | Reflection time |  |  | Reflection time | Week 1Catch up |