

## **Engage Induction**

**Presented by:** 

Holly Igglesden & Tobe Puckey

on behalf of the Induction Working Group





#### Introduction

#### Who are we?

- Tobe Puckey Orbis IT & Digital
- Holly Igglesden Orbis Property

#### Our working group:

- Amy Newnham
- Susan Holt
- Elaine Thomas
- Lyn Duggan
- Ramesh Panchagnula
- Kerry Nicol

- Grace Schultz
- Joanna Klimera
- Payssani Wickramaratna
- Siobhan Dodson
- Tom Holmwood
- Laurence Ranger
- Suresh Navaratnam





## **Compelling Need**

"We want to create an induction process for new Orbis employees which embeds the partnership values, and ensures they have the tools and skills to help shape the future of Orbis."





## Why?

"An induction can make the difference between a business that grows quickly, and one that does not grow at all."

#### A good induction:

- √ Happier workforce
- ✓ Save time
- ✓ Staff & skill retention





# What have we been doing?













## How do we make Orbis an EPIC induction?







## **EPIC** Recipe

- Correct base ingredients
- The right people involved
- Relevant decorations
- Cake stand
- Ribbon
- Refining the recipe





## **Engage**



#### the Orbis Induction

#### Engage, the Orbis Induction, will:

- Provide all new employees with a sense of belonging
- Give new Orbis employees access to the knowledge needed to flourish in their role
- Accelerate their development to achieve EPIC performance in the shortest period of time





#### **Engaging the heart**

Providing all new starters with a sense of belonging



**EPIC** welcome message

from manager, team and buddy to welcome the new starter to Orbis & the team\*

Messages sent in lead up to start date to welcome them to Orbis\*

'12 days to know you' – new starter and team send responses to questions to each other in the lead-up to start date (e.g. what accomplishment are you most proud of, send a photo of yourself in) to get to know each other\*

**EPIC Celebration** – a celebration of all they have achieved during their first 6 months with Orbis

Team **welcome** on first day to get to know them (coffee, lunch etc.)

Pre-start

First day

First Month

Months 2-6

Information sent via
Engage App about
becoming part of the EPIC
team – EPIC champions, a
buddy, First Day Maker\*

Personalised message from their OLT member on the first day, welcoming them to the organisation

\* = will eventually happen through the Engage App East Sussex County Council

#### **Engaging the mind**

#### Giving the knowledge needed to flourish in their role



Provides new starter with **key info** – location, parking, intro to
key people, building plan –
before first day\*

Link to **Orbis almanac** sent to give wider context of organisation & departmental information\*

Attend **Council meeting** during first 6 months of employment



Attend EPIC First Day Maker programme to sort IT, have tour of building, parking permits etc. building on current practice in Surrey

Start e-learning, which has been reviewed to ensure it is delivered at appropriate time and has engaging content

**Buddy** meets to check in with new starter and answer any other questions they might have

Pre-start

First day

First Month

Months 2-6

Start of '12 Days of Orbis' –
messages that give new
employees brief, relevant
information about Orbis\*

Introduced to **Yammer** (acronym buster page, different groups to get involved with, introduce yourself)





#### **Engaging their will**

#### Accelerating the development of EPIC performance



Sends through link to EPIC behaviours video\*

Manager gives **feedback** to the new starter explaining why they were offered the job and what they think they can bring to the team

'12 days of performance' messages sent throughout the first 6 months to inform new starter of development opportunities, remind them to fill in staff survey etc.\*

OLT 'speed dating' – meeting with senior leaders to see the bigger picture and where they fit in

Pre-start

First day

First Month

Months 2-6



**Area of focus** discussed in first week to provide clarity about the role/priorities

The **6 Network** - buddy gives names of 6 people the new starter is tasked to meet with to grow their network

Tasks set to develop knowledge needed in a way that supports EPIC behaviours (taking initiative, seeking feedback, engaging with others)

\* = will eventually happen through the Engage App East Sussex County Council



### Welcome letters



## The first day makers programme (FDM)





Welcome



IT

HR

E-learning

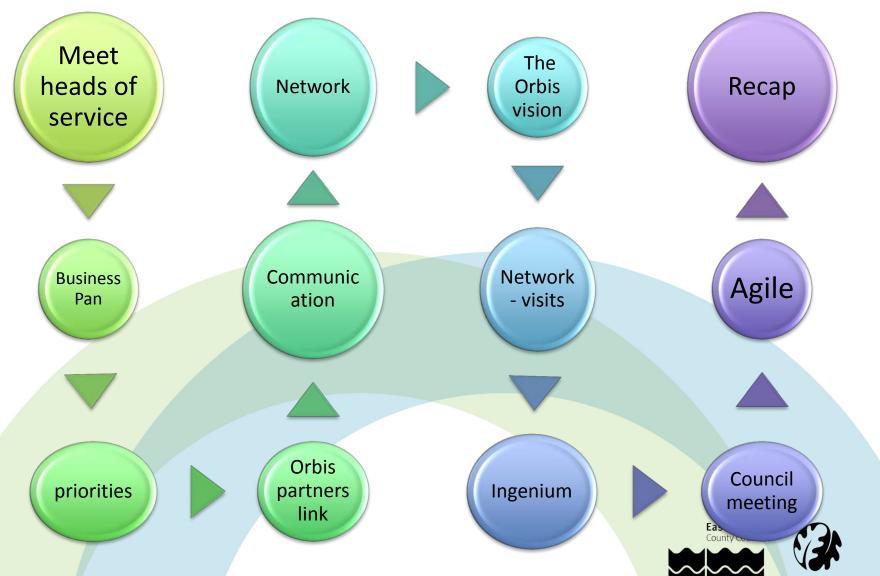


Guest speaker

GO!

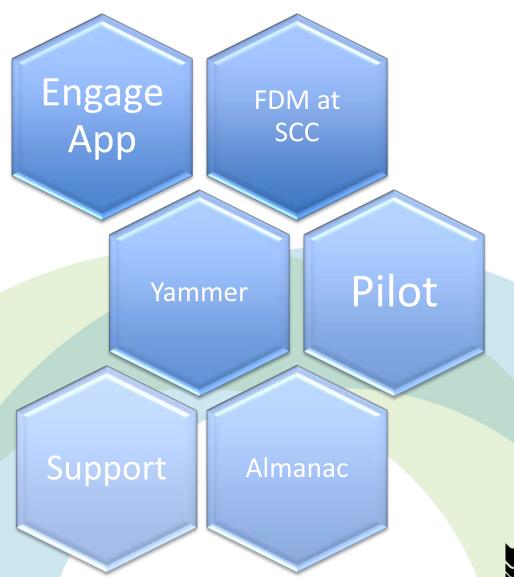
## The 12 days of Engage





## Where we are now







### What's next?



Roll out FDM across Orbis, Lewes

Start using welcome letters

Continuous evolvement

Managers
guidance
workshops running
in September in
both locations







## Any questions?

