

Manager's Induction Planning Guide

Checklist · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A manager's induction planning guide is a week-by-week checklist a line manager works through to prepare for a new starter — from offer acceptance to the end of the first month — covering what to book, order, check, and review, and when. Where the new starter induction checklist tracks what the starter receives, this guide tracks what the manager must prepare.

Poor inductions are rarely caused by unwilling managers — they are caused by no plan: the account not set up, the buddy on holiday, the first day improvised in front of the new person. Thirty minutes of planning at offer stage prevents almost all of it.

This guide covers offer-stage preparation, the week before, a structured first day, weeks one to four, and how to check the induction actually worked.

Purpose and scope

This guide sets out how managers at [Your company] plan and run a new starter's induction. Use it alongside the new starter induction checklist: that document is the starter's record; this one is your planning tool.

It applies to every hire — and the shorter the engagement, the more the plan matters, because there is no slack to recover a bad start.

Planning principles

- Plan backwards from day one: the legal items (right to work, written statement) and the physical items (kit, access, uniform) have lead times.
- One named owner per item — shared responsibility is nobody's responsibility.
- Protect the first day in the roster: an induction run by a manager who is also covering the floor gets abandoned at the first rush.
- Stage the content: safety before work, essentials before detail, everything signed as it happens.

As soon as the offer is accepted

1. Send the offer and the contract or written statement, so the starter has their particulars on or before day one.
2. Complete the right-to-work check before the start date and file the evidence.
3. Order or reserve everything with a lead time: uniform, PPE in their size, IT kit, till or system accounts, keys or door codes.
4. Choose and brief a buddy who will actually be rostered alongside the starter in week one.
5. Book your own diary: the day one morning, an end-of-week-one review, and the four-week probation check-in.

6. Send a welcome message covering start time, location, who will meet them, dress code, and parking or transport notes.

The week before they start

1. Confirm the kit, accounts, and access are actually ready — check them yourself, do not assume the ticket was done.
2. Build the day one plan hour by hour, using the new starter induction checklist as the content list.
3. Roster the buddy and the starter on the same shifts for week one, and tell the team who is starting and what the buddy role is.
4. Print or set up the induction checklist for signing, and gather the documents the starter must read: [list].
5. Reconfirm with the starter two or three days out — a short message removes the day one no-show risk on both sides.

Day one

1. Be there when they arrive — the first ten minutes tell the starter how the next year will feel.
2. Run the safety essentials before any work: the tour, fire evacuation and assembly point, first aid, accident reporting.
3. Alternate formal items with real work alongside the buddy; nobody absorbs six straight hours of policies.
4. Sign off each completed item on the induction checklist as it happens, not from memory at the end.
5. Close the day with fifteen minutes one-to-one: questions, first impressions, and what tomorrow looks like.

Weeks one to four

1. Hold the end-of-week-one review: progress against the training plan, what needs repeating, and how the roster fits.
2. Release the starter to unsupervised work task by task, only as each sign-off is completed.
3. Check in with the buddy weekly for the unfiltered version of how it is going.
4. Hold the four-week review against the probation criteria and record it: performance, attendance, training progress, and objectives to the next review.
5. Ask the starter what the induction missed and feed the answer back into this guide and the checklist.

Measuring whether the induction worked

- The induction checklist is fully signed within [number] weeks — audit this, do not assume it.
- The starter can answer the safety basics unprompted at week four: alarm, assembly point, accident reporting.
- Time to unsupervised competence against the norm for the role: [benchmark].

- Probation outcomes and early-leaver rates by manager — a pattern of failed probations is usually an induction problem before it is a hiring problem.

Records and review

Keep your day one plan, review notes, and the signed checklist in [system/location]. This guide is reviewed [frequency] and whenever the induction checklist, systems, or roles change. Owner: [name/role]. Next review due: [date].

How to use this template

1. Copy this guide into a per-starter template in [system] with the dates filled in backwards from the start date.
2. Set your own lead times against each offer-stage item — uniform and IT accounts are the usual two-week items.
3. Agree the buddy role formally: what they cover, what stays with you, and that they get rostered time to do it.
4. Run your next induction from this guide as written, then edit it from experience — one real run beats three desk reviews.
5. Pair it with the new starter induction checklist so the starter-facing record and your plan never drift apart.

Official guidance

- › [GOV.UK — Check a job applicant's right to work](#)

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