

INDUCTION PROGRAM FOR NEW MEMBERS OF STAFF WHO JOIN CENTRAL ADMINISTRATION

This induction programme outlines tools that heads of departments in Central Administration can use to manage an effective “**GETTING STARTED**” process for new members of staff. Similar programmes will be replicated in colleges and at the Student Welfare Authority (SWA). The main objective of this induction programme is to assist new members of staff to quickly settle down and be part of the productive team in their respective docket. The focus of the induction programme shall be:

1. Welcoming and Introducing new members of staff to those they shall be working with, main facilities and the physical spread of the University.
2. Vision Mission and goals and objects of the university including its history and
3. Traditions.
4. University Governance: Council, Senate and Standing Committees UMB, College Management Boards; key administrators.
5. Main policy documents of the University: Personnel, Procurement, Financial and Service Chapters.
6. Working environment and full motion of procedures, regulations and practices in areas of work.

WHO SHOULD BE INDUCTED?

All new members of staff who join the University to help them learn new “ropes” and settle down quickly so that they become productive from the outset.

DURATION

The induction programme shall run for one week but it could be shortened by more efficient management of the process by the Head of Department.

FOLLOW UP REPORT

After (10) weeks: It is essential to follow-up newly engaged employees to ensure that they have settled down and to check how well they are doing. If there are problems, it is better to identify this early enough so that necessary assistance can be provided.

WHO IS RESPONSIBLE FOR THE INDUCTION PROGRAMME?

The Head of Department shall be responsible for the management of an efficient induction programme. To do this he/she shall be assisted by the immediate boss (facilitator) of the new member of staff.

The Induction Process

Activities	Key Objectives	Who
<p>DAY ONE</p> <ul style="list-style-type: none"> • Report to head to head of Department • Introduction to the immediate boss/facilitator • Objectives and overview of the induction programme • Introduction to members of the department in their offices will working. • Shared tea/lunch with new member 	<ul style="list-style-type: none"> • Break the ice • Help member fit into team • Help member meet those he will rely on to be effective and efficient. • Help new member to open up and offer his insight that could be tapped 	<ul style="list-style-type: none"> • Head of Department • Immediate boss/facilitator

DAY TWO

<ul style="list-style-type: none"> • Vision, Mission and Goals and objects of the University • Government of the University-Council Senate and standing committees;UMB, College Management and key administrators • Main University Policy documents: Personnel, Financial, Procurement; the University Act. • Physical spread of the University • Culture, working environment and history of the University • Customer care: major customers and their expectations • Code of conduct for the University employees • Working with immediate boss in his office-go through entire work process 	<ul style="list-style-type: none"> • Introduce new members to the main values of the university and its working environment • Reduce “culture shock” • To see the University as a system where team playing is vital 	<ul style="list-style-type: none"> • Head of department and facilitator
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DAY THREE

Activities	Key Objectives	Who
<ul style="list-style-type: none">• Working with section heads for at least two hours to have a “feel of things	<ul style="list-style-type: none">• To understand work carried out by the departments and the major players• Meet heads of departments to understand what they do	<ul style="list-style-type: none">• Heads of section• Facilitator

DAY FOUR

<ul style="list-style-type: none">• Introduction to heads of department• Registrar, Administration Registrar, Academic• Registrar Planning• Finance Officer• Chief Internal Auditor• Estates Manager• University Librarian• Chief Security Officer• Alumni Officer• Legal Officer• Public Relation Manager• Director SWA• Chief Medical Officer• Games Tutor• Office Manager, Caretaker• Dean of students	<ul style="list-style-type: none">• Meet heads of department to understand what they do	
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DAY FIVE

<ul style="list-style-type: none">• DVC AA' Office• DVC A&F Office• The VC'S Office• Debriefing session with head of department• Assignment of duties• Copy of Service charter	<ul style="list-style-type: none">• Understand the role of top offices and officers	<ul style="list-style-type: none">• Facilitator/Head of department
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