

# **INDUCTION BUDDY SCHEME**

## **INTRODUCTION**

The Council is committed to carrying out effective induction for new and existing employees.

The purpose of induction is to ensure effective integration of employees into or across the Council for the benefit of the employee and the Service.

## **INDUCTION**

Induction is mandatory for all new employees and is a planned approach to helping new employees settle into their new job and fit into the Council and their team. It is vital to equip employees with the necessary knowledge, skills and understanding to enable them to effectively perform the duties of their job.

Induction also plays a crucial part of helping employees who have either been absent from work for a long time e.g. (on a career break) or transferring between Services/Sections to pick up their duties as quickly as possible and become effective in their role.

## **ROLE OF LINE MANAGER**

As part of the induction process Line Managers should take the lead in delivering induction ensuring that the induction process is a success. No-one else is better placed to know the demands of the job, the jobholders' role in the team and the service. However, it is not necessary for the Line Manager to carry out all of the elements of induction personally as some of the actions could be carried out by others. Where appropriate to the new employees' job role, a buddy could be allocated to them.

## **ROLE OF BUDDY**

The role of a Buddy should be undertaken by experienced members of staff who can assist in the role of helping new employees settle into their new job as quickly as possible. They should ideally be from within the peer group and should be a voluntary role.

The Buddy may complete some of the induction activities with the new employee and be able to answer or find the answer to any questions they may have in the first weeks. It should also be used to provide friendly, informal support and advice as well as assisting with induction, deliver on the job training and acting as a source of information.

## ***TRAINING AND SUPPORT FOR BUDDY***

The Buddy Scheme is more likely to be successful if those involved understand the aims, what is involved and the time span. Line Managers should make it clear to the Buddy what is expected from them. The induction checklist could be used to identify the tasks to be carried out by the Buddy.

The role of a Buddy could be an opportunity for an employee to broaden and develop skills as they coach and mentor new employees.

A review and an evaluation process should be undertaken to check that new employee, Buddy and Line Manager are satisfied with the effectiveness of the buddy relationship.

## ***CONCLUSION***

Employee, Buddy and Line Manager/Employer/Organisation should all benefit from a successful buddy scheme. Turnover should lower as new employees feel welcome and settled into their new post. The importance of making new employees feel welcome in their first few days or weeks should not be underestimated as surveys have stated that an organisation has 30 days in which to make a good impression or risk losing employee. Allocating a colleague to act as a buddy is one way of making induction much more personal.

## **USEFUL DOCUMENTS**

[Corporate Induction](#)

[Development Discussion](#)