

## Induction Checklist

Name .....

Topic	Date Completed
Signposts Presentations - Who and where we are - What we do	
Confidentiality Policy	
Information and Advice giving Do's and Don'ts	
Policies and Procedures	
Monitoring	
Referrals in and out	
Supervision	
Equipment allocated - t-shirt/fleece - ID Badge	
Organisational Paperwork - website - expenses	
Project specific Work base familiarisation Tour of the building Health and Safety issues	
Project aims and objectives	