### Work sample: prepare to induct a new member

You have to prepare to receive a new member into your team

1. Make a list of the documents the new employee will need to complete, according to the standard operating procedures of the organisation.
2. List the resources the new employee will need, according to the standard operating procedures of the organisation.
3. Where will the employee work? Identify a workstation for the new employee.
4. Attach all relevant documents
5. Prepare to welcome and introduce the new employee to the team. Once you feel you have prepared sufficiently, make an appointment with your facilitator to demonstrate the induction process.

### Work sample: plot your own career path

#### Reflection questions

Investigate advancement and career building opportunities in your organisation. Reflect on your career prospects and opportunities and do the following:

* Plot a career path for yourself
* Determine the knowledge and skills you need to advance to the next level
* Find out what opportunities exist in your organisation to acquire this knowledge and skills
* Find out what outside opportunities for learning exist in your industry and your chosen career path
* Develop a training program for yourself
* Discuss your prospects with your supervisor/manager
* Attach copies of all the above documents to your assessment
* Attach copies of minutes of the meeting with your supervisor

## Self-evaluation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluate yourself** | | | | |
| **Activities: did you** | **Yes** | | **No** | **Comments** |
| Explain the policies, processes and procedures of the team to the new member |  | |  |  |
| Explain the role of the team is and the contribution the team makes to the organisation |  | |  |  |
| Explain the performance targets and responsibilities of the team |  | |  |  |
| Explain the performance targets and responsibilities of each team member |  | |  |  |
| Explain the opportunities for development in the organisation |  | |  |  |
| Explain to the new employee that as far as the performance of the team and the organisation is concerned, training will be provided up to a point, but that s/he is also responsible for his/her own learning through attending training successfully; |  | |  |  |
| making an effort to learn what the job entails; |  | |  |  |
| making sure that s/he understands the goals and objectives that the team has to achieve; |  | |  |  |
| planning his/her own career path; |  | |  |  |
| being proactive regarding learning new skills and knowledge that will enhance his/her performance on the job |  | |  |  |
| Learner Signature | | Date | | |
| Facilitator Signature | | Date | | |

## Observation Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities: did the learner** | **Yes** | | **No** | **Comments** |
| Explain the policies, processes and procedures of the team to the new member |  | |  |  |
| Explain the role of the team is and the contribution the team makes to the organisation |  | |  |  |
| Explain the performance targets and responsibilities of the team |  | |  |  |
| Explain the performance targets and responsibilities of each team member |  | |  |  |
| Explain the opportunities for development in the organisation |  | |  |  |
| Explain to the new employee that as far as the performance of the team and the organisation is concerned, training will be provided up to a point, but that s/he is also responsible for his/her own learning through attending training successfully; |  | |  |  |
| making an effort to learn what the job entails; |  | |  |  |
| making sure that s/he understands the goals and objectives that the team has to achieve; |  | |  |  |
| planning his/her own career path; |  | |  |  |
| being proactive regarding learning new skills and knowledge that will enhance his/her performance on the job |  | |  |  |
| Learner Signature | | Date | | |
| Facilitator Signature | | Date | | |