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INDUCTION STEP BY STEP INSTRUCTIONS

On arrival, please ask people for copies of their certificates as follows and scan and email to peopleandculture@enhancedlifestyles.com.au

- **First Aid**
 - **CPR**
 - **Manual handling**
 - **DHS Disability Clearance**
 - **DHS Working with Children Check**
 - **Driver's Licence**
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- 8am shift start
 - Check the room has been **set up** and is **clean**.
 - Place water glasses on table and water jug (filled up).
 - Set TV up with HDMI cord and laptop.
 - Set up PowerPoint, Minimum requirements should be on display.
 - Ensure sign in sheet is set up at the front of the room (**Print off attachment**).
 - Check with SDT to see if there are any urgent shifts this weekend that we should specifically mention in inductions (**di-identify the customers in subject**) .
 - **9am Lifestyle Attendants will begin arriving.**
 - As Lifestyle Attendants enter- check they have ALL minimum requirements.
 - Ask everyone to sign in at the front of the room.
 - Excuse yourself from the room and scan all minimum requirements send people and culture
 - Have Lifestyle attendant complete the LA profile and LA application form, and then take their profile photos.
 - **Begin slides.**

**** As Emma and Noel complete the next stages with Lifestyle Attendants, you will need to enter La's into Teleclock, Cims and make badges. You will have almost 2 hours to complete this and remember to take your break

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- ➔ When you reach 'Assessment Component' you will need to call Emma Moss in for Disability Awareness Training or show the video (approx. 45mins-1hour long).
 - ➔ Lifestyle Attendants will be given a 10-minute break.
 - ➔ Lifestyle Attendants the do Clinical Training with Noel Cornwill. (approx. 1 hours).
 - ➔ Lifestyle Attendants will be given 30-minute break.
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- You will go through signed employment info with Lifestyle Attendants. (approx. 1 hour).
 - ask them to fill in the feedback forms that should be in their employment backs, this is only feedback on the Clinical Training.
 - Finish of the slides remember to make time for questions.
 - Show or view the NDIS short films Jeremy would like us to show (awaiting links).
 - Individual chats with lifestyle attendants outside of the room- Ask how they feel about today, if there is any questions they didn't want to raise in front of the group, give them their print off with employee number. Show them a brief on Cims.
 - Dismiss the room – inductions finished
 - Clean up board room.
 - Send out email to lifestyle attendants "welcome email" containing TeleClock, CIMS and Maxxia information..
 - Handover email to SDT to give them a little bio on each worker (include their photo).