

## New employees from different cultures – What sort of induction training?



# INDUCTION TRAINING TOP 10 CHECKLIST

Good induction training makes work easier. It is important that a young person learns ways of working that promote work ability and health from the very beginning. In this way, work still creates well-being at a later age.

**Find out whether your workplace follows the TOP 10 tips for effective induction training that promotes work ability**

YES 

### 1. Work guidance:

- Do you guide new employees in their new work tasks?
- Do you show newcomers around the workplace and introduce them to the work community?
- Do you discuss work-related expectations and goals? The importance of the new employee's work tasks as regards the overall operations of the workplace?
- Do you tell newcomers about the rules and customs of the workplace? For example what is appropriate behavior at work and why?
- Do you explain work-related jargon, concepts and abbreviations?

### 2. Employment-related issues:

- Do you explain employment-related issues; rights, benefits and obligations?
- Do you tell newcomers about Finnish work life, for example the laws that concern both the employer and the employee, insurance, the collective agreement and trade unions?
- Do you advise new workers to take lunch and coffee breaks?

### How do you advise new employees to foster their own work ability?

### 3. Employee's own means of ensuring work ability:

- Do you teach newcomers safe and ergonomically correct ways of working?
- Do you tell newcomers about the things that can cause stress at work and give advice on how to cope?
- Do you explain how employees can influence their work ability through their own actions and lifestyle (e.g. rest, nutrition, exercise)?

### 4. Workplace practices that promote work ability and health:

- Do you describe how the workplace and occupational health services promote well-being at work?
- Do you explain how each employee can personally influence the factors concerning their own work and well-being at work? Do you tell employees what to do and who to contact if they are treated inappropriately at the workplace?
- Do you provide information on training and opportunities for advancement?

Continues to the other side ->

**Good induction training is well-planned. Successful induction training leads to mutual understanding of what work is to be done, how it is to be done, and how to act at the workplace. Are any of the following practices already in use at your workplace?**

**5. Well-planned induction training:**

- Do you dedicate enough time and resources to induction?
- Do you follow the new employee's progress?
- Do you evaluate the success of induction together?
- Do you use the feedback for developing the workplace?

**6. Giving feedback and encouragement:**

- Do you give feedback on progress at work?
- Do you encourage new employees to ask questions and express their own thoughts?

**Who is involved in induction training at your workplace?**

*The supervisor is mainly responsible for induction, but the whole work community can also participate.*

**7. Who is involved?**

- Supervisor
- Shop steward
- Colleagues
- Occupational health representative
- Occupational health services

**Evaluate your workplace's instructions and induction training material.**

**8. Brush up your materials! Is guidance...**

- understandable, does it use clear language?
- illustrative; does it use pictures?

**The more often you answered YES to the TOP 10 areas above, the more the induction training at your workplace promotes work ability.**

**If you answered yes to all the questions, induction training at your workplace is excellent!**

**Well-being at work is everyone's business!**

A great deal of information and guidance is available on well-functioning multicultural workplaces. These TOP 10 induction training tips were compiled from the information on Finnish workplaces and young working immigrants of the Promoting the work ability of young immigrants at the beginning of their careers (NuMaT) development project of the Finnish Institute of Occupational Health.

**Finnish Institute of Occupational Health:** Marika Nevala, Merja Turpeinen, Anne Salmi, Eva Tuominen and Jaana Laitinen.  
Tel. +358 30 474 1. Email: [firstname.surname@ttl.fi](mailto:firstname.surname@ttl.fi)

**Further information and tips:** [www.ttl.fi/en/changing\\_work\\_life/immigrants\\_and\\_work](http://www.ttl.fi/en/changing_work_life/immigrants_and_work)



**How are things done at your workplace? How do you ensure that new employees are not left alone?**

*The supportive role of the supervisor is important for the young employee. The supervisor should give feedback, especially praise. Each member of the work community can help a young immigrant to adapt.*

**9. Role of the supervisor and the work community:**

- Do you discuss the arrival of new employees beforehand?
- Do you introduce newcomers to the whole work community?
- Do you include newcomers in conversations?
- Do you invite new employees to workplace events?
- Do you have lunches and coffee breaks together?

**What kind of member of the work community are you?**

**10. Each person's role and responsibilities:**

- Do you get to know your new colleagues and help them get acquainted with their workplace?
- Do you ask new colleagues to join you for coffee or for lunch?