Name:       Date:       Team name:        
Week       Induction timetable.   Seven-day work pattern – day shift   This document can be tailored to suit your needs

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|  | **Work day 1** | **Work day 2** | **Work day 3** | **Work day 4** | **Work day 5** | **Non-working day** | **Non-working day** |
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| **Morning** | **Example:**  9-10am 1-2-1 Line Manager |  |  |  |  |  |  |
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|  | **Break** | | | | | | |
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| **Afternoon** |  |  |  |  |  |  |  |
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| **End of session check-in** | | | | | | |
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**Key**

1-2-1 Meetings  Weekly meetings  Familiarisation  Other (to be customised)



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