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** |
|  |
| **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** |
|  |  |  |  |  |  |  |

**Key**

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

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