Name:       Date:       Team name:
Week       Induction timetable.   Seven-day work pattern – office hours  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** |
|  |
| **Morning** | **Example:** 9-10am 1-2-1 Line Manager  |  |  |  |  |
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|  |  |  |  |  |
|  |
|  | **Lunch break** |
|  |
| **Afternoon** |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **End of session check-in** |
|  |  |  |  |  |  |  |

**Key**

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

Name:       Date:       Team name:
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