



Creative Academy Induction

Welcome to the Creative Support community. This orientation and induction programme is intended for all newly recruited staff members' first day of working with the company. It should start with an orientation to your service and service users.

If you have any queries, please contact training@creativesupport.co.uk or tel. 0161 238 7664.

You will take part in a live webinar at 10.30 am where you will have one of our experienced trainers taking you through a corporate orientation. You will have the opportunity to ask the trainer any questions which you may have.

The Creative Academy Induction e consists of 7 elements which should be completed in one day (outlined below):

1. Creative Academy Induction Webinar

Creative Academy Induction E-learning Programme – consisting of:

2. Information Governance and GDPR e-learning
3. Health and Safety e-learning
4. Fire Safety e-learning
5. Safeguarding People at Risk
6. Medication administration e-learning
7. Moving & Handling e-learning

Time	Activity	Support Activities
9am – 10.30am	Orientation into your service Meet your manager and colleagues Meet your service users Layout of the building and safety responsibilities	Manager meet & greet. Introductions etc. Room set up. Ensure there are adequate laptops with wifi, headphones/speaker, webcams, that laptops are switched on, logged on to Zoom and ready to go (link below) Manager please ring training department and ensure that the new staff member has a Bridge account set up for induction modules.

Creative Academy Induction

<p>10.30am – 11.30am</p>	<p>Online, tutor led orientation and induction to Creative Support (this will run 7 days a week at 10.30am)</p> <p>You will need to be at a computer before 10.30am and logged in to:</p> <p>www.zoom.us/join</p> <p>Meeting Room ID: 325-569-9811</p> <p>Password received by email when booked on to course. Also available in Creative Support staff area.</p>	<p>Manager to support new staff member to have access to a desktop or laptop computer. The staff member will need headset with microphone and laptop/computer with camera (although camera not essential)</p>
<p>11.30am – 11.45am</p>	<p>Break</p>	
<p>11.45am – 12.45pm</p>	<p>E-Learning – on Bridge Information Governance and GDPR Health and Safety Fire Safety</p>	<p>Support new staff member to log in to their bridge account</p>
<p>12.45pm – 1.15pm</p>	<p>Lunch</p>	
<p>1.15pm – 2.15pm</p>	<p>E-learning Safeguarding People at Risk</p>	<p>On Bridge account</p>
<p>2.15pm – 3.45pm</p>	<p>E-learning Medication Administration</p>	<p>On Bridge account</p>
<p>3.45pm – 4pm</p>	<p>Break</p>	
<p>4pm – 5pm</p>	<p>e-learning Moving & Handling</p>	<p>On Bridge account</p>