



adult support

INDUCTION

This prompt card is for all those involved in welcoming adults to a new role in Scouting. Use it as a reminder of the key points when an adult is recruited or changes role.

Induction is the key to retention
We are all responsible for welcoming an adult into a new role. Induction will help them to develop in their role. It will help them feel valued and capable of carrying it out.

How best to welcome an adult to a new role in Scouting

1 Prepare a welcome pack

- ▶ Make it relevant, useful and inspiring.
- ▶ Tailor it to the needs and experience of the individual.
- ▶ For general information on what to include see *The Induction Toolkit*.

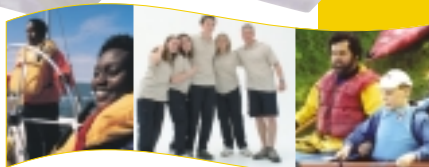
2 Produce an induction plan

- ▶ A good induction plan will ensure adults become effective in their roles.
- ▶ A good induction plan should include the induction activities that need to happen, who will do them and where and when they will happen.

3 Agree goals

- ▶ Agreeing goals helps individuals to focus on important tasks.
- ▶ Goals should be set over the short, medium and long term.
- ▶ All goals should be SMART – Specific, Measurable, Achievable, Realistic and Time-bound.

Good inductions; successful reviews
Reviews help adults feel valued and appreciated in their role. This is easier when goals have been agreed and targets set during the induction process. More information on reviews can be found in the publication *Review: Helping Adults Choose the Right Path*.



Induction: starting adults in a new role

Providing better support to our adult volunteers

INDUCTION

This prompt card contains the key steps to welcoming an adult into their new role. For a step by step guide of how to arrange a successful induction see the publication *Induction: Starting Adults in a New Role* available from the Scout Information Centre on **0845 300 1818** or online at www.scouts.org.uk/scoutbase



This card and the publication can be downloaded free of charge from www.scouts.org.uk/adultsupport