

Induction Plan

Emp Name	Govind Kumar
Designation	Assistant Manager
Department	Finance
Location	Mumbai
Onboarding / Induction SPOC	HR Executive : Mr Rakesh
Reporting Time	9:00 AM

Date	Time	Details	Accountability
09-May-16	09:15 am to 10:00 am	Completion of joining docket and verification of all documents.	Rakesh
	10:15 am to 11:30 am	Overview of Company, Organisation Structure, Departments, Locations Designation and HR Policies	
	11:30 am to 12:30 pm	Training on HRIS	
	12:30 pm to 1:00 pm	HR Operations like Desk ,Mobile,Laptop Allocation, biometric generation,bank account opening etc	
	1:00 pm to 2:00 pm	Lunch Break with team buddy	
	2:00 pm to 2:30 pm	Employee Query Handling	
	2:30 pm to 3:30 pm	Office Tour and introduction to departments	
	5:00 pm to 6:00 pm	Detailed Discussions with Reporting Manager to understand job profile,expectations etc	

10-May-16	09:00 am to 11:00 am	Accounts Payable/Recievabe	Finance - Manager
	11:00 am to 12:00 pm	Financial Analysis	Finance - Sr Manager
	12:00 pm to 1:00 pm	Softwares Used in Finance	IT Assistant managr
	1:00 pm to 2:00 pm	Lunch Break with team buddy	
	2:00 pm to 3:00 pm	Warehouse Function	IT Assistant manager
	3:00 pm to 4:00 pm	Merchandising Function	Manager - Merchandising
	4:00 pm to 5:00 pm	Sales Function	Manager - Sales
	5:00 pm to 06:00 pm	Customer Service Function	Manager - Customer Service

The other days plan are then accordingly developed and later the employee joins his team and familiarises himself with his job.