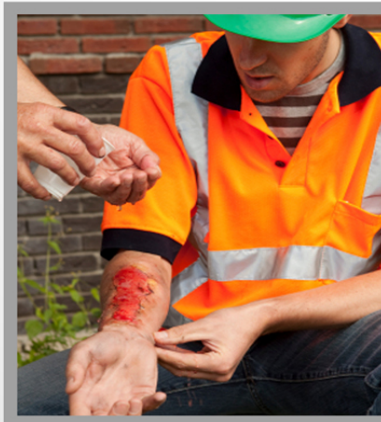


# INDUCTION *manager*

**Do you operate a flawless induction process?**



**Train new employees and contractors *online* BEFORE THEY ARRIVE**



# INDUCTION *manager*

Inductions can be a challenge, particularly if you have new people arriving at different times and locations. **We're here to help.** Create your own branded and customised induction platform to train contractors and employees before they start.

**Site specific**— Adapt inductions to reflect the hazards of each site

**Build courses**— Use our Course Builder to create, clone and adapt courses

**Gather data**— Customise your registration page to gather important user data

**Video integration**— Stream your training movies within your induction courses

**Multi-device delivery**— Users can take the training on any smartphone, tablet or PC

**Auto-assign courses**— Depending on location, hazards and risks

**Advanced reporting**— View and export data on vendors, users and courses

**Multi-user notification**— Learner and course data sent to location specific email addresses



# INDUCTION manager

## Step 1: Manage your inductions

### Build Courses

Customise your own induction courses which are site and role specific. Upload your logo, theme, images, videos, quizzes and company content.

**INDUCTION**  
*manager*

Induction Manager » Office Induction Demo You are logged as [Sample User](#) | [Settings](#) | [Edit company](#) | [Log out](#)

Overview **Courses** Reports Top up Internal Users Internal Courses External Companies External Users External Courses

Course edit [Back to courses](#)

Course Name: Office Induction Internal: ☒ External: ☒ Pass rate: 80 Course Validity: 3 months [Update course](#)

Chapters

Edit	Order ID	Chapter name	Delete
	1	Introduction	
	2	Slips, Trips, Falls	
	3	Manual Handling	
	4	Fire Safety	
	5	DSE Safety	
	6	Environment	

Add new chapter: Order ID:  Name:  [Add](#)

Test

Edit	Order ID	Question	Show in each quiz	Delete
	1	Slips, trips and falls cost UK business how much in lost production and other costs per year?	<input type="checkbox"/>	
	2	Which of the following should I NOT DO if I hear the fire alarm?	<input type="checkbox"/>	
	3	Which of the following are some causes of slips and trips in the office?	<input type="checkbox"/>	
	4	Footwear should be...	<input type="checkbox"/>	
	5	What is Manual Handling?	<input type="checkbox"/>	
	6	Some common causes of fire are:	<input type="checkbox"/>	
	7	When setting up my desk I should ensure that...	<input type="checkbox"/>	
	8	How can I help with the environment?	<input type="checkbox"/>	
	9	Who is responsible for the environment?	<input type="checkbox"/>	
	10	If I feel an ache in my neck because of my working environment what should I do?	<input type="checkbox"/>	

[Add new question](#)

Pdfs

Edit	pdf name	Delete
------	----------	--------

Title:

File: [Choose File](#) No file chosen

You can store following type of files: jpg, png, doc, docx, doc, odt. You will be able to add this files into slides

[Upload file](#)



# INDUCTION manager

## Step 2: Communicate with inductees

### Employees

Bulk upload employee lists and auto-assign courses depending on their role and location

### Contractors

Add approved vendors who then instruct individuals to be pre-inducted before they arrive at your facility

INDUCTION manager

Induction Manager » Employees You are logged as Sample User | Settings | Edit company | Log out

Overview Courses Reports Top up Internal Users Internal Courses External Companies External Users External Courses

First Name Surname Email Address Role Location User Level Add new

Bulk upload of learners

CSV file Choose File No file chosen Upload

First Name: Surname: Email Address: Location: Role: Add

Edit	First Name	Surname	Email Address	Role	Location	Level	Deactions
	Joe	Boggs	joe.boggs@n.com	Facilities	Belgium	Learner	
	John	Joe	john.joe@n.com	Facilities	Belgium	Learner	
	Walter	Sample	mr@sample.com	Facilities	Belgium	Learner	
	Mary	Smith	mary@smith.com	Legal	Belgium	Learner	
	Jim	Clarke	jim@clarke.com	HR	Belgium	Learner	
	Rachel	Murphy	rachel@murphy.com	Marketing	Dublin	Learner	
	Shane	O Connell	shane@oconnell.com	Finance	London	Learner	

Items 1 to 7 of 7 total Page: 1

INDUCTION manager

Induction Manager » External workforces You are logged as Sample User | Settings | Edit company | Log out

Overview Courses Reports Top up Internal Users Internal Courses External Companies External Users External Courses

Company Name Company Contact Email Address Company Code Add new

Company Name: Email Address:

Edit	Company Name	Company Contact	Email Address	Company Code	Delete
	Electrical Contractor		edenberrytest		
	Test Company	JS	jl23test@muler@gmail.com	6m51yl	
	External Company			5qhravc	
	Manson	Larry Moore	alofa@alofa.com	test code	
	test			0701ad1	
	SeanTest			st456	
	West Contractors	Brian Tully	brian@tully.com	west7856	
	Murphy Ltd	Sean Murphy	sean@murphy.com	kzwk1776	
	Matty Plumbers	Matthew Fines	matthew@fines.com	matty634	
	Absolute Cleaners	Andrew Smith	andrew@absolutecleaners.co.uk	absolut2013	
	Quench Windows	Sarah Quinn	sarahquinn@quench.co.uk	quench3456	
	Catering Supplies	Francis Marks	francis@catering.com	catering7125	

Items 1 to 12 of 12 total Page: 1



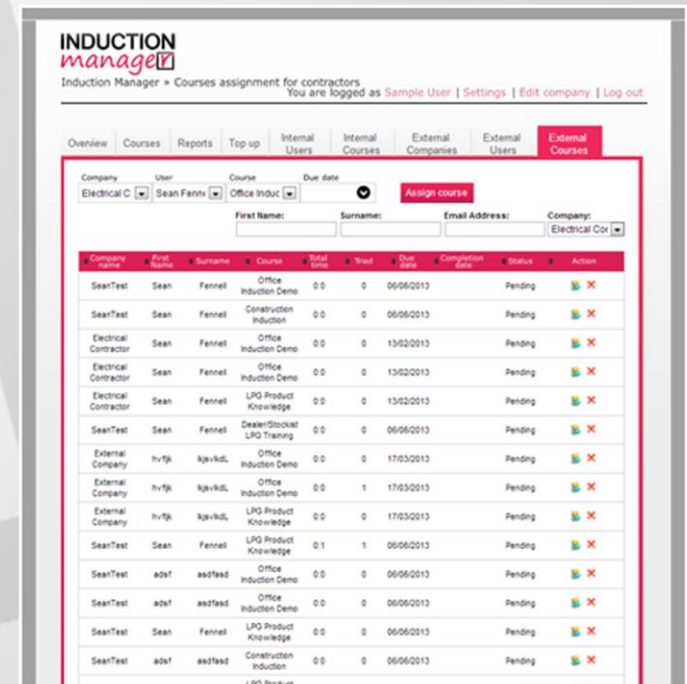
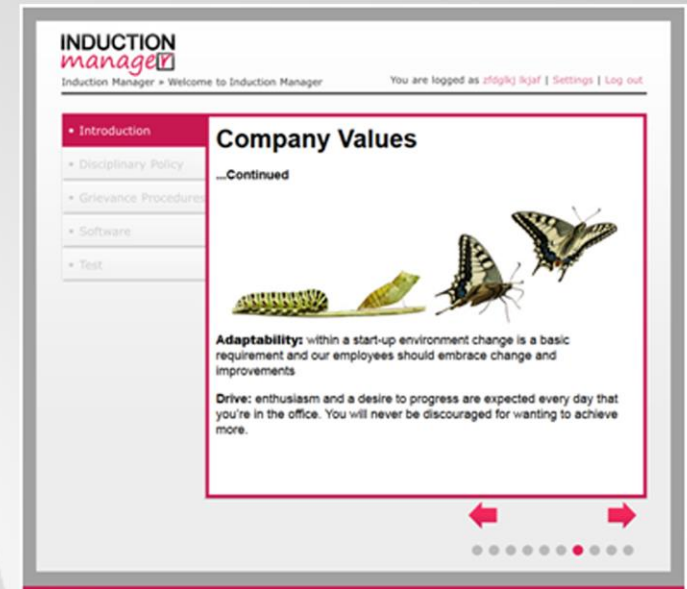


# INDUCTION manager

## Step 3: Sit back and enjoy a streamlined, hassle free induction process

Inductees login and register their details. You decide what information to gather such as qualifications, location and even National Insurance details. Each individual then completes the induction course which is relevant to their job.

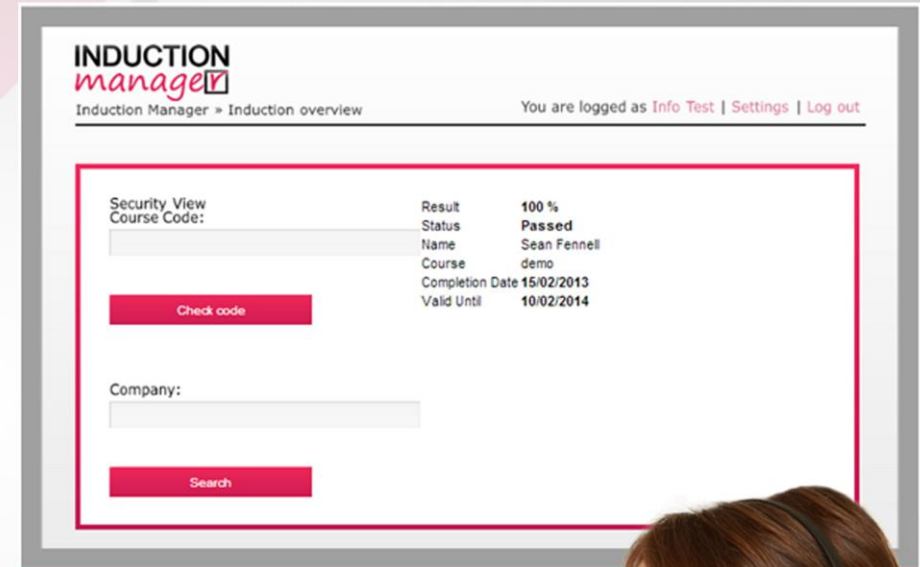
Every time an induction is completed a notification email is sent to the inductee's line manager. You can export reports and view user data such as Course Completed, Time Taken and Expiry Date



# INDUCTION manager

## Step 4: Validate on arrival

When individuals arrive on site a security guard, receptionist or manager validates their code which is issued on completion of a course.



**INDUCTION manager**  
Induction Manager » Induction overview

You are logged as [Info Test](#) | [Settings](#) | [Log out](#)

Security View	Result	100 %
Course Code:	Status	Passed
<input type="text"/>	Name	Sean Fennell
<input type="button" value="Check code"/>	Course	demo
	Completion Date	15/02/2013
	Valid Until	10/02/2014

Company:



# INDUCTION manager

## Online inductions offer benefits such as:

- Reduced time and cost
- Reduced risk
- Inductions at any time and on any device
- Reduced administration

## Why Induction Manager?

- Flexibility: customise and control the platform yourself
- System Upgrades: benefit from all new features and upgrades as standard
- No Set up Costs: setup, training and on-going support and maintenance are all part of the credit package

**Millie Jarvis, Health and Safety Advisor, Simmons & Simmons LLP**

*"We use the Induction Manager platform to induct contractors before they arrive at our London Office. We have 65 approved vendors and they send varied numbers of people to our facility. Induction Manager allows us to ensure that every one of them receives a health and safety induction before they arrive. All we need to do is validate their induction code and they're ready to hit the ground running. It has saved us ample time and reduces the risk of accident or injury on our site."*




**Richard Smith, Group QHSE Manager, DPS Global**

*"I can only recommend the use of the on-line facility, not only in promoting QHSE related issues and understanding but also by creating our own bespoke courses to further promote awareness within the UK and Far East Offices."*

*The team at Induction Manager have exceeded my expectations with delivering a highly professional and well-structured process that meets our business needs."*



# INDUCTION *manager*

-  Save Time
-  Save Costs
-  Reduce Risks



## Contact Us

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[www.inductionmanager.com](http://www.inductionmanager.com)

