



Reviewed and Updated: Brian Juliff and Gareth Kear 2019
Next Review: January 2021

WRL Induction Programme

The purpose of the induction process is to introduce new people to the sport and Wales Rugby League and to ensure new recruits receive the necessary information to support them as they settle into their new role. There are four important factors that need to be covered in their first two weeks:

1. Introduction to WRL – Day 1 (see timetable below)
2. Understanding their Fit and Planning Work Programme – Day 2 / Ongoing
3. The person is in receipt of the Induction Pack and Handbook.
4. Experience Practical Delivery / Shadowing if necessary.

	Day 1	Day 2
9:00pm	Arrive Tea or Coffee Welcome & Chat	Strategy Insight An in depth look at the WRL Strategy most pertinent to their position
9:30am	Vision, Mission and Values	
9.45am	Strategic Aims	
10am	Organisational Structure	
10.30	Human Resources Briefing Payroll, policies and procedures, handbook etc.	Employment Contract & Job Description
11.00	Break	Break
11.20	Finance & IT Briefing inc Purchase Orders and Expenses Claims	Action Planning (with line manager) Set clear KPIs / targets for first week, month and three month period. May discuss annual targets if relevant. Immediate actions are usually to meet people, so must provide details of key contacts. Identify Mentor
11.30am	Equity & Ethics Briefing	
12noon	Health & Safety Fire Exits, First Aid	
12.30pm	Lunch – Network	Lunch
1.30pm	Briefing on Facilities Telephone Lists, car parking, signing in and meeting room bookings	
2.00pm	Tour of Facilities (if relevant) Introductions to Staff	
2.30pm	Finish	



Each Induction Pack to Contain

1. Hard copy of any up-to-date promotional literature

2. Reference documents covering:

- Presentations from the induction
- WRL Staff Handbook
- WRL Strategies
- WRL Plans
- WRL Annual Report
- WRL Copy of AGM Minutes
- Sport Wales Vision for Sport Doc
- Good Practice pertinent to role
- Contact List
- WRL Policies
- Other material the line manager feels is relevant