**INDUCTION PROCESS**

|  |  |
| --- | --- |
| Name of Employee |  |
| Start Date |  |
| Department / Club |  |

|  |  |
| --- | --- |
| **Welcome to YourZone45** | Initial when completed |
| Introductions to team members |  |
| Brief summary of business activities |  |
| Explain company vision |  |
| Job Responsibilities |  |
| Explain Job Description |  |
| Issue and explain the contract |  |
| Shift Rota |  |
| Health and Safety |  |
| Company Policies, issued to employee |  |
| Go through policy highlighting Manual Handling, VDU, Fire & first aid issues |  |
| Fire/Emergency Evacuation, explained to employee |  |
| First Aid Facilities, explained to employee |  |
| Housekeeping |  |
| Tour of the studio |  |
| Access to the studio – issue key |  |
| Car Parking |  |
| Opening/session Times , Hours of work / Lunch Breaks |  |
| Music System |  |
| Opening and Closing Procedures |  |
| Dress code – issue company clothing |  |
| Telephone Technique |  |
| Cleaning & Equipment Maintenance |  |
| Operational |  |
| Understanding Pricing Structure |  |
| Basics of Club Manager – Including Booking system |  |
| Member Referral Programme |  |
| Training | * Or N/A |
| YourZone45 Fitness Coach |  |
| Complete Training as per YourZone45 Fitness Coach Training Manual or HO Training Course |  |
| Shadowing of YourZone45 Head Coach for 1 day |  |
| Participate in at least two training sessions |  |
| YourZone45 Head Coach |  |
| All the above |  |
| Complete Training as per YourZone45 Head Coach Training Manual or HO Training Course |  |
| YourZone45 Membership Advisor |  |
| All the above |  |
| Complete Training as per YourZone45 Membership Advisor Training Manual or HO Training Course |  |

I confirm that the above Induction has been completed and that the information given to me during this process has been understood.

**Signed**

|  |  |
| --- | --- |
| Employee |  |
| Date |  |
| Manager |  |
| Date |  |