

Developing an induction programme

Providing a good induction is essential to ensuring new trustees can carry out their role well and contribute to the organisation. Induction is not just about handing over information: It involves building relationships, finding out about the organisation and its aims, and understanding the challenges it faces.

To carry out their governing role competently, trustees need access to a range of information and key documents.

Steps to developing a good induction programme

Step 1

- Is there a way of making documents easily accessible or facilitating reading and understanding?
- Could these documents be placed in a folder and/or an area on your website or intranet, with password access?
- Is it possible to prepare executive summaries?
- Use supporting documents from other sources like the Charity Commission as well as documents from your own organisation.

Step 2

- Can you provide opportunities for potential and/or new trustees to get to know the organisation through a tour of the building, projects or activities; attending meetings and meeting service users and supporters?
- Identify trustee support needs using a skills audit.
- Organise one-to-one briefings on particular issues.
- Arrange a 'buddy' or peer support from more experienced trustees.
- Encourage participation on relevant courses and events.

Step 3

- Ensure your induction programme is overseen by someone who keeps in touch with trustees as they progress.
- Build in a review after six months that will cover any responsibilities, areas of knowledge and understanding that have not been covered or are still unclear.
- Use this process to make an action plan for further development.