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| --- | --- | --- | --- | --- | --- |
| **Please rate the following themes considering the usefulness of each item from 1 to 5.** | **1= the least, 5= the most** | | | | |
| **TRAINING THEME** | 1 | 2 | 3 | 4 | 5 |
| 1. A meeting with the Director to introduce themselves |  |  |  |  |  |
| 1. Meetings with the Deputy Directors where they are introduced to the institutional structure of the YTU SFL |  |  |  |  |  |
| 1. Meetings with the heads of the DBE and DML to get to know the functions and operations of the department |  |  |  |  |  |
| 1. Meetings with the academic office members about who is who in the offices and the roles and responsibilities of/within those offices |  |  |  |  |  |
| 1. A tour of the SFL premises and facilities |  |  |  |  |  |
| 1. Class observations to familiarize themselves with student profile and observe fellow teachers in dealing with classroom environment at YTU SFL |  |  |  |  |  |
| 1. A signed copy of the Instructor’s Booklet |  |  |  |  |  |
| 1. An assignment of a mentor to assist them during the first few weeks of their employment |  |  |  |  |  |
| 1. Mentor’s assistance/suggestions |  |  |  |  |  |

**TRAINING PLAN FOR THE INDUCTION OF NEW STAFF**

**(This form is to be filled out by the new staff)**

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Anything you would like to add: