**Reviewed and Updated: Stephen Jones 2025 Next Review:
January 2027**

<u>**WRL Induction Programme**</u>
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:

- o Presentations from the induction

- o WRL Staff Handbook

- o WRL Strategies

- o WRL Plans

- o WRL Annual Report

- o WRL Copy of AGM Minutes

- o Sport Wales Vision for Sport Doc

- o Good Practice pertinent to role

- o Contact List

- o WRL Policies

- o Other material the line manager feels is relevant