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COURSE BROCHURE

# Training Support and New Joiner Induction Coordination Training Course

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Registered in the United Kingdom and Saudi Arabia

# Training Support and New Joiner Induction Coordination Training Course

**Ref:** 2706_103310 **Date:** 5 – 9 April 2027 **Location:** Amsterdam **Fees:** 5600 GBP

Training Support and New Joiner Induction Coordination is a 1-week training course for coordinators who run induction weeks and staff who assist trainers in the room, built around a shared induction run book. As organisations hire across sites and shifts, the first weeks of a new starter and the smooth running of every learning session shape retention, safety and early productivity. Jupiter Prime Training offers this course on training support and new joiner induction.

## Why Training Support and New Joiner Induction Matters Now

Three forces shape this work today. Hiring is spread across hybrid rotas, so induction must reach people who never share a classroom. Trainers carry heavier schedules and depend on a coordinator who readies rooms, materials and attendance records before each session. New joiners also expect a clear first week: who to meet, what to sign, where help sits. An organisation that coordinates this well sees faster settling-in and fewer early resignations; one that handles it loosely sees missed briefings, repeated paperwork and frustrated trainers. The course rests on practical coordination methods rather than any single published model.

## Who Gains Most from Training Support and New Joiner Induction

- Coordinators responsible for booking venues, joining instructions and attendance registers for learning sessions
- Staff who sit alongside trainers, managing materials, breakout groups and learner questions during delivery
- Officers who schedule induction weeks, meet-and-greet slots and first-day paperwork for new starters
- Administrators who collect session evaluations and new joiner check-in responses
- Buddies and peer guides who accompany new employees through their first month

A learning and people services unit gains most when its session coordinators and induction officers attend together and agree one shared way of working.

## Training Support and New Joiner Induction Capabilities

Participants leave able to run the practical side of learning events and the first weeks of a new hire without gaps between the two.

- Build a session logistics checklist covering venue, equipment, materials and registers — for the trainer preparing delivery
- Apply room facilitation support techniques such as timekeeping, group set-up and parking-lot capture — for the trainer in session
- Design an induction timetable with meetings, compliance briefings and system access steps — for the hiring manager
- Communicate joining instructions and first-day welcome messages in plain, consistent language — for the new starter
- Assess learner needs and adjustment requests before and during sessions — for participants needing extra support
- Analyse evaluation forms and thirty-day check-in responses into improvement notes — for the head of learning

## Key Training Support and New Joiner Induction Terms

- Joining instructions — the message sent before a session or first day giving time, place, dress, contacts and what to bring.
- Induction timetable — the scheduled sequence of meetings, briefings and tasks that fills a new starter's first weeks.
- Session register — the signed or digital record of who attended a learning session and for how long.
- Parking lot — a visible list where unanswered learner questions are captured for follow-up later in the session.
- Buddy — an experienced colleague assigned to guide a new starter informally through daily routines and unwritten norms.
- Pulse check-in — a short structured conversation or survey at set points after joining to gauge settling-in.

## Training Support and New Joiner Induction Day by Day

## Day 1: The Role Behind Learning and Induction

- Training Support Role Map — Clarifying Duties Between Trainer and Coordinator
- New Starter Journey Stages — Locating Where Coordination Gaps Appear
- Stakeholder Contact Sheet — Linking Managers, Facilities, Systems and Trainers
- Hybrid and Shift Hiring Patterns — Adjusting Induction Reach and Timing
- Confidentiality of Learner Records — Handling Personal Information Responsibly

## Day 2: Session Logistics and Room Readiness

- Session Logistics Checklist — Preparing Venue, Equipment and Materials on Time
- Joining Instructions Template — Setting Expectations Before Learners Arrive
- Attendance Register Design — Recording Participation for Audit and Follow-Up
- Virtual Classroom Set-Up — Testing Links, Breakout Rooms and Polls
- Contingency Log — Responding to Absent Trainers and Failed Equipment

## Day 3: Supporting Trainers and Learners in the Room

- Timekeeping and Break Signals — Keeping Delivery on Schedule Discreetly
- Group Set-Up and Activity Resets — Moving Learners Between Exercises Smoothly
- Parking Lot Capture — Ensuring Learner Questions Receive Answers
- Reasonable Adjustment Requests — Supporting Learners with Access Needs
- Difficult Moments Protocol — Managing Late Arrivals, Disruption and Upset

## Day 4: Induction Timetables and First Weeks

- Induction Timetable Builder — Sequencing Meetings, Briefings and Access Steps
- First Day Welcome Pack — Reducing Uncertainty for New Starters
- Buddy Assignment Guide — Matching Guides to Roles and Locations
- Mandatory Briefing Tracker — Confirming Safety and Policy Sign-Offs
- Manager Handover Note — Passing New Starters into Team Routines

## Day 5: Practice in Feedback and the Run Book

- Session Evaluation Forms — Turning Learner Ratings into Improvement Notes
- Pulse Check-In Schedule — Applying Day 4 Timetables to Follow-Up Points
- Coordination Rehearsal — Applying Day 2 and Day 3 Routines in Simulation
- Improvement Log — Prioritising Fixes Raised by Trainers and Joiners
- Induction Run Book Assembly — Combining Checklists, Templates and Schedules

## Applying Training Support and New Joiner Induction After the Course

- Run the next learning session using the logistics checklist and register, then review the contingency log with the trainer.
- Rebuild one induction timetable for an upcoming starter, assign a buddy and schedule pulse check-ins at set points.

## Training Support and New Joiner Induction Questions FAQ

### What is training support and new joiner induction coordination and why does it matter now?

It is the practical work of readying learning sessions and organising a new starter's first weeks. With hiring spread across shifts and sites, careful coordination helps you protect trainer time and help new employees settle faster.

### Who gains most from training support and new joiner induction skills?

Session coordinators, trainer support staff, induction officers and buddies gain most. You benefit if you handle venues, registers, welcome messages or first-week schedules, especially when colleagues from the same unit attend together.

## How does a training support and new joiner induction course differ from an onboarding design course?

It focuses on running sessions and induction weeks day to day, not on designing an onboarding strategy. You practise logistics, in-room support and follow-up routines rather than setting organisation-wide policy.

## What do you bring back from training support and new joiner induction coordination?

You bring back a working induction run book. It holds your session checklist, joining instructions, timetable, buddy guide and feedback forms, ready to use with the next cohort of learners or new starters.

## Training Support and New Joiner Induction: The Way Forward

The induction run book first informs how the next new starter's week is scheduled and who greets them. Coordinators, trainers and hiring managers all draw on it. After its first use, revisit the feedback section: the pulse check-in responses and evaluation notes show which steps new joiners and trainers found useful and which should change.