Name:       Date:       Team name:        
Week       Induction timetable.   Seven-day work pattern – office hours  This document can be tailored to suit your needs

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|  | **Work day 1** | | **Work day 2** | | **Work day 3** | | | **Work day 4** | | **Work day 5** | |
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| **Morning** | **Example:**  9-10am 1-2-1 Line Manager | |  | |  | | |  | |  | |
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|  | **Lunch break** | | | | | | | | | | |
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| **Afternoon** |  | |  | |  | | |  | |  | |
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| **End of session check-in** | | | | | | | | | | |
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**Key**

 1-2-1 Meetings  Weekly meetings  Familiarisation  Other (to be customised)

Name:       Date:       Team name:        
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**Key**

 1-2-1 Meetings  Weekly meetings  Familiarisation  Other (to be customised)