

Psychologically Informed Inductions: Things to Consider

Ensuring new starters are adequately inducted and have the space to communicate their needs from the get-go is essential to adopting a trauma and psychologically-informed approach. This briefing outlines things to consider when planning an induction for new starters and includes links to resources for further reading. Individuals at all levels of an organisation should consider these points to ensure the approach is fully embedded.

7. Revisit & Re-evaluate needs

It is important to remember that people's needs change over time so it is worth revisiting inductions with existing staff to re-evaluate their needs – this could be embedded into 1:1 meetings.

Consider the difference in needs for staff working in the office/at home, especially if their working location has changed. [Click here](#) for more information on creating a healthy remote working space.

Getting regular feedback from staff is essential to creating a Psychologically Informed Environment. Read more about this [here](#).

6. Additional Support

Use open questions: e.g. 'Is there anything we can do to support you in the workplace?'

Consider using [questionnaires](#) about health needs/additional support for individuals who may struggle to open up initially.

Consider the need for any additional equipment or [reasonable adjustments](#).

5. Safety Planning

Consider creating a safety plan with new starters within the first week so they are able to be open with managers.

Ask questions like: 'what makes you feel comfortable/ safe in the workplace?' Give staff a chance to set their own boundaries.

Mind provides a useful [Wellness Action Plan Template](#) for individuals to set out what they need to be mentally well in the workplace.

1. Provide Structure

A written day-by-day induction plan for the first few weeks/month can help to reduce anxiety and uncertainty for new starters.

Consider splitting the induction process into 2 separate areas: Policies & Paperwork and Wellbeing & Safety Planning.

Review paper-heavy induction processes – strike a balance between 'proving' an induction has been carried out and the flexibility to personalise the experience for each new staff member.

2. Shadowing & Learning

Ensure enough time is dedicated to [shadowing](#) existing staff in different roles (at all levels of the organisation) – this helps to build relationships, and provides a greater understanding of the organisation as a whole.

Dedicate sufficient time for learning about the organisation and confidence building, rather than immediately focussing on KPIs etc.

[Mind](#) has produced a number of [free resources](#) to help improve mental wellbeing in the workplace.

3. Create a sense of belonging

Consider creating a '[buddying](#)' system for new starters: this offers the existing staff member supervisory experience which can be part of their development.

Create connections through activities not related to KPIs – social/team building activities.

Set up a 'Culture Working Group' to ensure individuals have the opportunity to feed their thoughts/ opinions into improving organisational culture.

4. Communication & Learning Styles

Provide new staff the chance to be open about their [communication style](#) – consider asking questions like: 'How do you like to communicate' or 'How do you communicate best?'

Consider things like [Neurodiversity](#) and ADHD and how they can impact direct communication.

Ask individuals about their [learning styles](#) and how they best concentrate.

Be open about your management style and ask the individual about how they would like to be managed.

