

Induction plan for Personal Assistant - form

Personal Assistant name:	Date:
Employer name:	

A planned induction helps to introduce you to your new role and responsibilities. It provides a structure to plan how you can be supported to acquire, develop and strengthen your knowledge, skills and understanding essential to your role in the first few days and weeks.

Knowledge, skills, understanding needed	How to achieve this?	When and where?

Signed (Personal Assistant).....

Signed (Employer)