**Detailed run sheet – SECAmb induction (Online)**

**Preparation before start:**

* Use the Microsoft Team – Secamb Induction – prior to the course start add all delegates to the team
* Ensure that Joining instructions have been sent out a minimum of 3 days before start of course – these include date and time of induction, how to find the team and some generic instructions about what we require from the delegates in terms of participation
* Familiarise yourself on the basic functions of Teams
* Prior to starting the session – ensure that everyone can see and hear everyone else
* Sessions are planned for approx. 30 participants and 2 Facilitators
* Sessions will be 2 1/2hours

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| **Time** | **Topic** | **Content** | **Resources** | **Lead** |
| 9.30am | Welcome and warm up | * Introduce yourself.
* Allow participants to introduce themselves, their job role and their key reason for joining SECAmb
* This time is also key into ensuring that all participants have video and audio capabilities
 | MS Teams | Facilitator |
| 09.40 | Introduction To SECAmb and the Trust Board | * Overview presentation of SECAmb including:Trust LocationsCalls received per yearTypes of CallsNumber of StaffStaff Roles - Ops, Corporate, Community Resilience
* Introduction to Trust Board
 | [Powerpoint PPT](file:///C%3A/Users/james%20royal/OneDrive%20-%20South%20East%20Coast%20Ambulance%20Service/Documents/induction/SECAmb%20Induction%20Nov%2022.pptx) (up to Slide 10)  |  |
| 10.00am | Collating Feedback | Gain feedback on :-First 3 monthsLocal InductionImprovements we can make?(COVID Response)facilitator lead discussion aiming to collate feedback from delegates\*\*advise that this is a safe space and that all feedback will be recorded anonymously Facilitator to record this feedback in order to collate and pass on to relevant departments  | MS TeamsMS Word | Facilitator |
| 10:25 | Values and behaviours | A discussion on Secamb Values and Behaviours Facilitator to explain the origin of SECAmb’s values and where you should see reference to them in SECAmb ( posters, emails, signatures etc) Facilitate discussion on how values resonate with everyone present by writing the values in the chat bar 1 by 1 and allowing time for delegates to respond on how those values resonate with themDiscuss that values are wide ranging; they are there to support staff.Show Secamb inclusion Video Be mindful of your own behaviourDiscuss avenues of support: Wellbeing team, HR, line manager, colleagues etcGo into detail on what support services Wellbeing Hub can offer and how you can contact them- can self refer without Line-manager approval | Values Toolkit. (We are SECAmb) Wellbeing Hub guideInclusion video.<https://www.youtube.com/watch?v=3SI7ZBFxqO0> | Facilitator |
| 10:35-10:50 | Support Networks and Staff Networks | Run Through the Staff Networks at SECAmb and how to join.Explain each Network one by oneShow SECAmb Networks Video | [SECAmb Staff Networks Video](https://web.microsoftstream.com/video/236f39d4-c156-4462-ab4d-2cee1d195fc7) |  |
| 10:50-11:00 | Break |  | Screen Break |  |
| 11:00 -11:15 | IT Security | Remind people of their responsibilities in being IT SecureRemind and signpost to the Social Media PolicyPlay IT Security Video (sign post to other IT videos in follow up Email) | [IT Security Video](https://web.microsoftstream.com/video/bf062db7-3de3-4232-835f-fa61c98149e6?channelId=1c2966a1-eea7-41cc-b71e-c24fe99234c4) | Facilitator |
| 11:15-11:50 | Freedom to Speak up | Pose a question to the group: “If you had concerns regarding anything at SECAmb, how could you raise them?”Line managerHRDatix**FTSU**gauge whether people know of FTSU.Give history and context to FTSU and why it’s important.Use Mid Staff enquiry/Francis report as example Show Kim Blakeburn’s Video on FTSU 5 mins discussion after the videoPass on contact details for FTSU  | FTSU video<https://www.youtube.com/watch?v=zjau1Ey0di8>FTSU contact details | Facilitator |
| 11:55 | Career opportunities | Talk about career opportunities at SECAMb (internal progression encouraged in all business groups, all roles advertised internally as well as externally, etc)Explanation of the I,L+OD Team and how we can help development at SECAmb | Handout on career/ Learning opportunities | Facilitator |
| 12:00 | Close | Thank participants for their attendance – answer any last questions Provide directions in how to fill out feedback form on todays induction - They are to fill this out in their own time  | Induction feedback form<https://forms.office.com/Pages/ResponsePage.aspx?id=UeDqcq7pE0mFIJzyYfBhGK_Uwwh47E9AjsBM_iVW27VUMFBYWEwzV1FUSDg3QlBKM0FSNzg1MUdOTyQlQCN0PWcu>Send Email thanking delegate for their attendance and attach: FTSU contact detailsUnion contact detailsNetworks Contact detailsWe are SECAmb bookletWellbeing Hub guideCareer opportunities slideFTSU links for further readingEvaluation form link  | Facilitator |