**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 Locations Calls received per year Types of Calls Number of Staff Staff Roles - Ops, Corporate, Community Resilience * Introduction to Trust Board | [Powerpoint PPT](file:///C:/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 months  Local Induction  Improvements 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 Teams  MS 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 them  Discuss that values are wide ranging; they are there to support staff.  Show Secamb inclusion Video  Be mindful of your own behaviour  Discuss avenues of support: Wellbeing team, HR, line manager, colleagues etc Go 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 guide  Inclusion 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 one  Show 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 Secure  Remind and signpost to the Social Media Policy  Play 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 manager HR Datix **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 video  Pass 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 details Union contact details Networks Contact details We are SECAmb booklet Wellbeing Hub guide Career opportunities slide FTSU links for further reading Evaluation form link | Facilitator |