



# Guidelines for Delivering Induction in MDAs

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# Workshop outline

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- Induction
- Induction in the Federal Civil Service
- The Comprehensive Federal Civil Service Induction Framework
- The Federal Civil Service Induction Process
- Commencing Induction in MDAs: Implementation Plan



# Workshop Schedule

Activity	Delivery Mode
Opening Ceremony	
Tea break	
Induction	<ul style="list-style-type: none"><li>• Facilitation</li></ul>
Induction in the Federal Civil	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Team activities</li></ul>
The Comprehensive Federal Civil Service Induction Framework	<ul style="list-style-type: none"><li>• Facilitation</li></ul>
The Federal Civil Service Induction Process	<ul style="list-style-type: none"><li>• Facilitation</li></ul>
Lunch	
Commencing Induction in MDAs: Implementation Plan	<ul style="list-style-type: none"><li>• Scenario-based teamwork</li><li>• Team presentations</li></ul>
Agree next steps	<ul style="list-style-type: none"><li>• Presentation</li></ul>



# Induction

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# Team Activity

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- Describe the induction process in the Federal Civil Service (Who? What? How?)
- List the challenges and opportunities presented by the current process





A structured and supportive method of introducing a newly employed, transferred or promoted staff to their role and integrating them to the work unit and organisation

## The Concept of Induction



# Induction: Benefits

- Accurate information is received by employee
- Employees are kept focused and busy from the first day
- Good work habits are quickly instilled
- Employees feels welcome
- Professional impression of MDA and management style is created
- Clear expectations are established to help employees fit into the MDA and enhance performance






# Debate: Who should be Inducted?

- Team work
- Team feedback.





The background of the slide features a large, light gray globe. On the globe, there are several stylized human figures in various colors (red, blue, orange, green, yellow, light blue, purple, pink, and grey). One blue figure is shown in a dynamic, jumping or running pose, reaching out towards a grey figure on the right side of the globe. The overall theme is human diversity and community.

# Who Should be Inducted?

- ✓ Newly employed
- ✓ Transferred/seconded
- ✓ Promoted
- ✓ Returning from extended leave



# Effects of Not Inducting Employees

- Limited knowledge of Nigerian Federal Civil Service
- Limited understanding of employee's own and MDA's role
- Patchy employee engagement
- Basic relationship with colleagues
- Deficient quality of work





# The Comprehensive Federal Civil Service Induction Framework

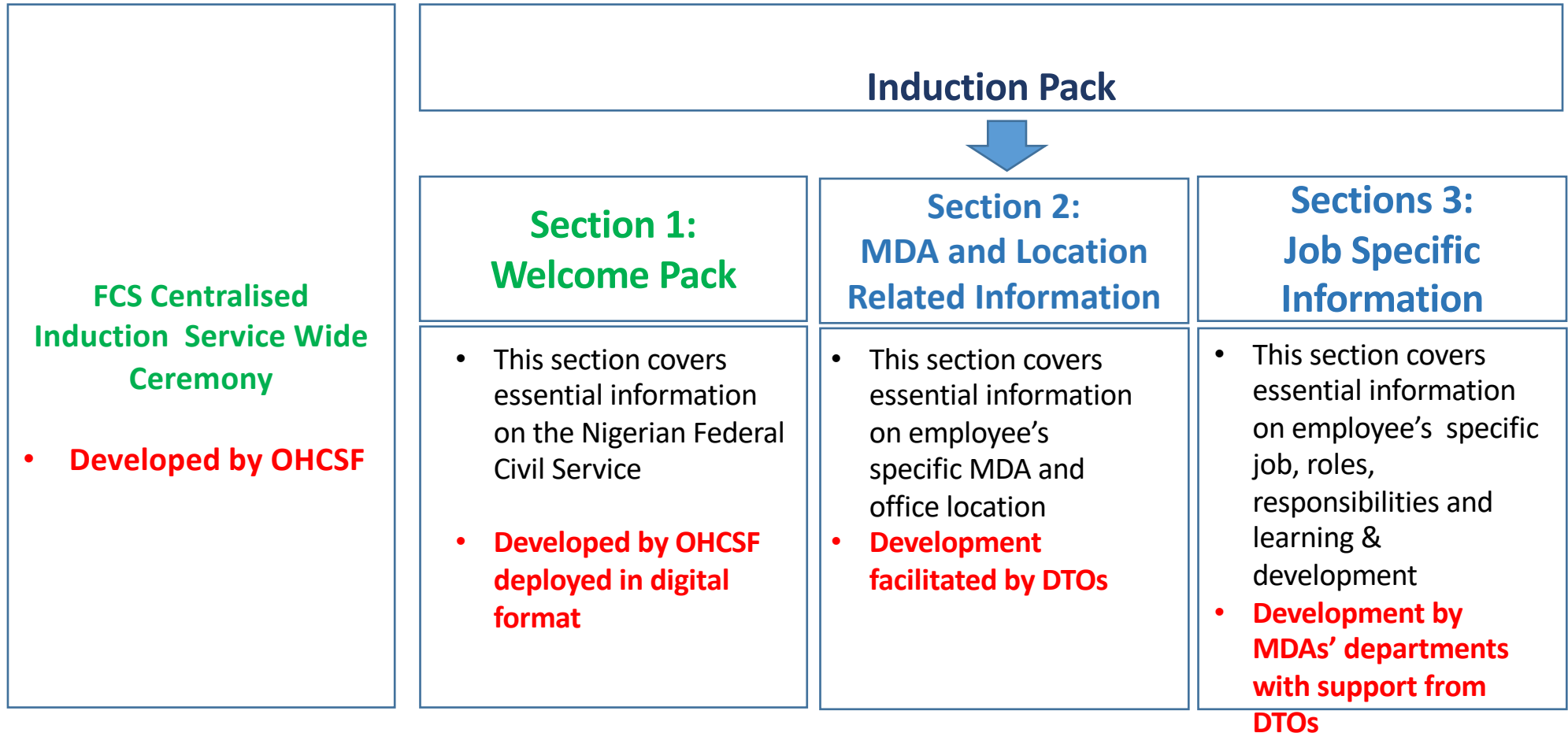
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# Current FCS Induction Programme: Challenges and Opportunities



# The Comprehensive Induction Framework



# Induction Programme

Induction pack to be used by MDAs: 3 sections

## 1. Welcome Pack: Federal Civil Service Related Information

This section covers all essential Federal Civil Service information stated below:

- ✓ Overview of the Federal Civil Service and the Constitution of the Federal Republic of Nigeria
- ✓ Reforms and Other Emerging Trends
- ✓ Public Procurement Act
- ✓ Human Resources Management
- ✓ Financial Regulations
- ✓ Official Communication
- ✓ Freedom of Information Act
- ✓ Service Delivery
- ✓ Capacity Development
- ✓ Security
- ✓ Information Communication Technology

## 2. MDA Related Information

This section covers all essential details on employee's MDA stated below:

- ✓ Brief background, History
- ✓ Mandate, Mission, Vision, Service Charter and Functions
- ✓ Strategic plan
- ✓ Organisational chart
- ✓ Functions of Departments
- ✓ Parastatals
- ✓ Culture and values of MDA
- ✓ Other critical MDA and pool specific information such as circulars
- ✓ Location information

## 3. Job Specific Information

This section covers all essential information on employee's job stated below:

- ✓ Schedule of duties/job role and responsibilities
- ✓ Competencies to perform job
- ✓ Work tools
- ✓ Work hours
- ✓ Learning and capacity development interventions
- ✓ Performance management process and appraisal cycle
- ✓ Team introductions and any other job specific location information



# Team Activity

In your teams list the sections of the Federal Civil Service Comprehensive Induction Framework that would be relevant to your team's assigned group of inductees:

- Newly recruited
- Newly promoted officers
- Newly posted officers
- Seconded
- Returning from extended leave





# The Federal Civil Service Induction Process



# Induction Programme Content

Staff Type	Centralised Induction Programme	Welcome Pack	Induction Pack
Newly employed	√	√	√
Newly promoted (and worked in MDA before promotion)	x	x	√
Newly promoted (and newly posted to MDA) or newly posted to MDA	x	x	√
Seconded from another MDA	x	x	√
Seconded within current MDA	x	x	√
Returning from extended leave	x	x	√

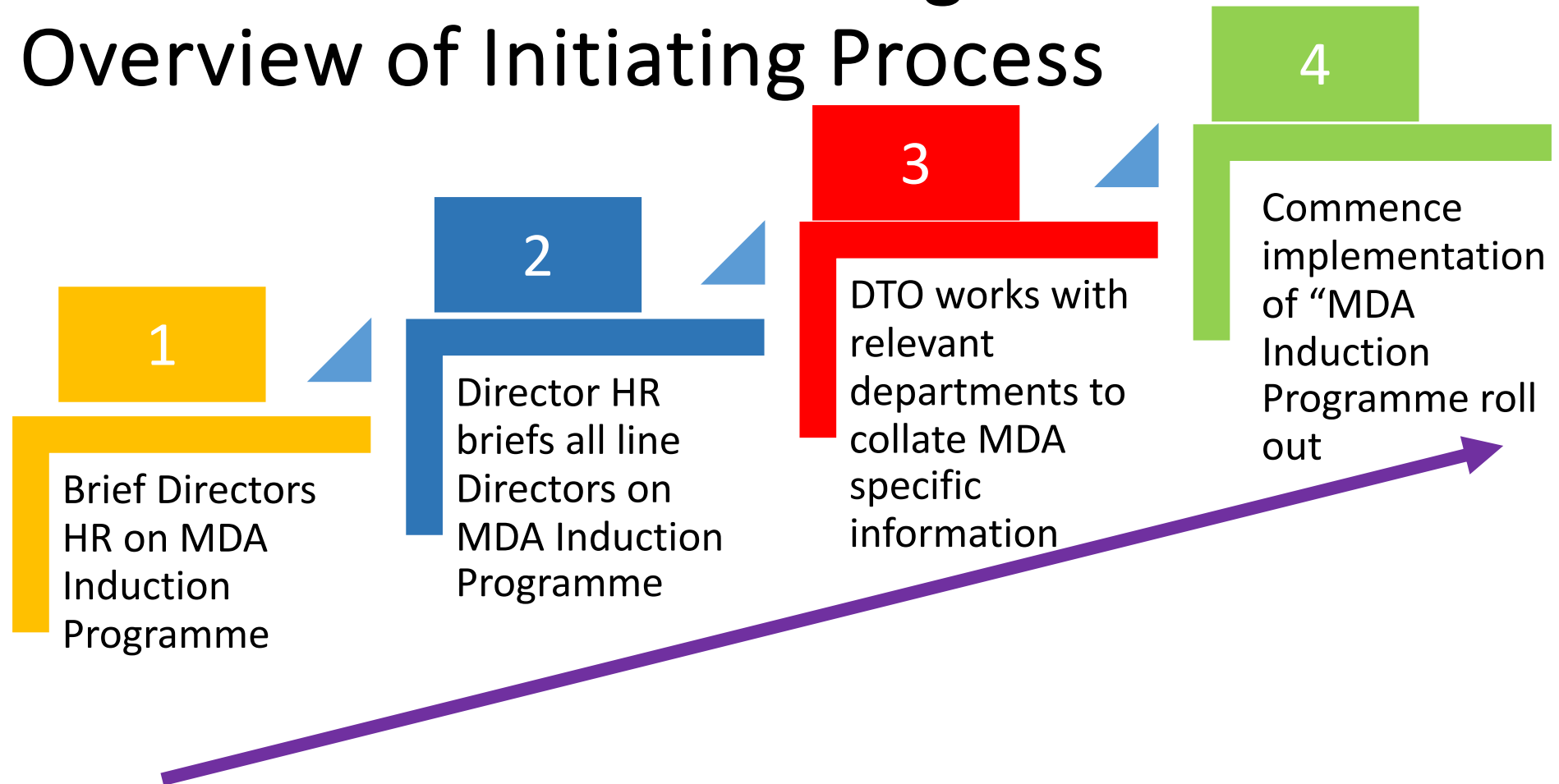
# Induction Pack Content by Inductee Type

Staff Type	MDA Specific Information	Office Location Specific Information	Job Specific Information
Newly employed	√	√	√
Newly promoted (and worked in MDA before promotion)	x	X	√
Newly promoted (and newly posted to MDA) or newly posted to MDA	√	√	√
Seconded from another MDA	√	√	√
Seconded within current MDA	x	x	√
Returning from extended leave	?	?	√

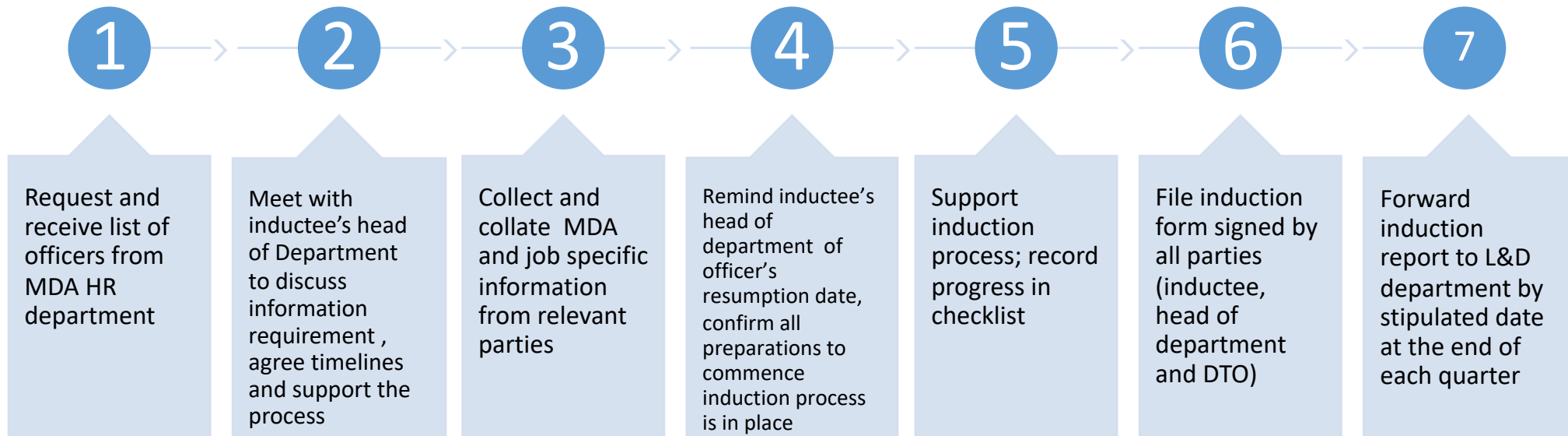
# Induction Pack Content by Inductee Type

<b>Newly Recruited</b>	<b>Newly Promoted</b>	<b>Newly Posted to MDA</b>	<b>Returning from Extended Leave</b>
<ul style="list-style-type: none"><li>✓ Section 1: Welcome Pack</li><li>✓ Section 2: MDA and Location Related Information</li><li>✓ Section 3: Job Specific Information</li></ul>	<ul style="list-style-type: none"><li>✓ Section 2: MDA and Location Related Information*</li><li>✓ Section 3: Job Specific Information</li></ul>	<ul style="list-style-type: none"><li>✓ Section 2: MDA and Location Related Information</li><li>✓ Section 3: Job Specific Information</li></ul>	<ul style="list-style-type: none"><li>✓ Section 3: Job Specific Information</li></ul>

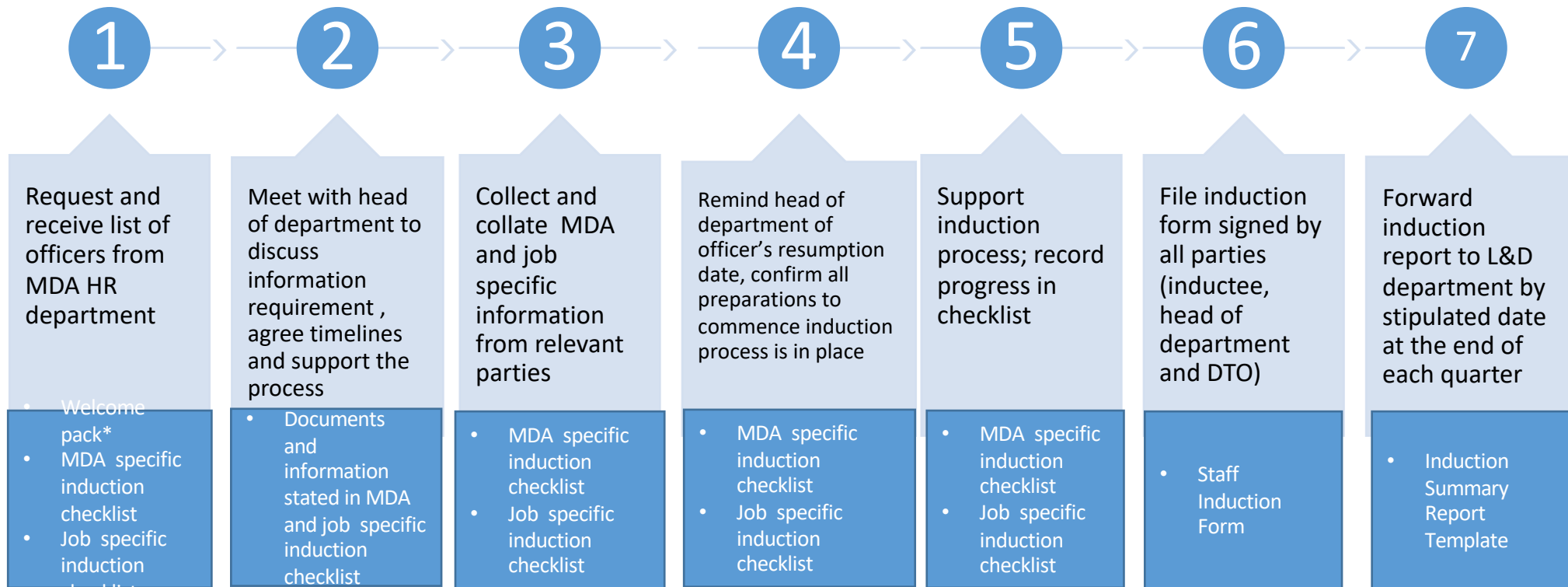
# MDA Level Induction Programme: Overview of Initiating Process



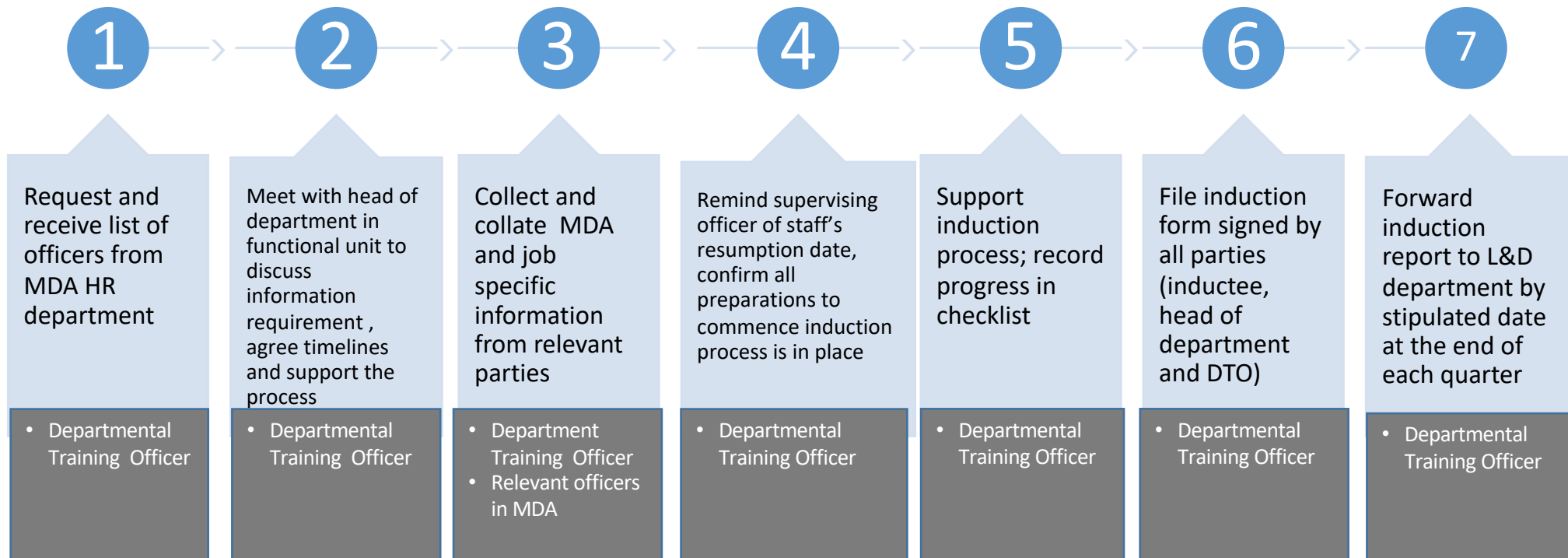
# MDA Induction Programme: Routine Process

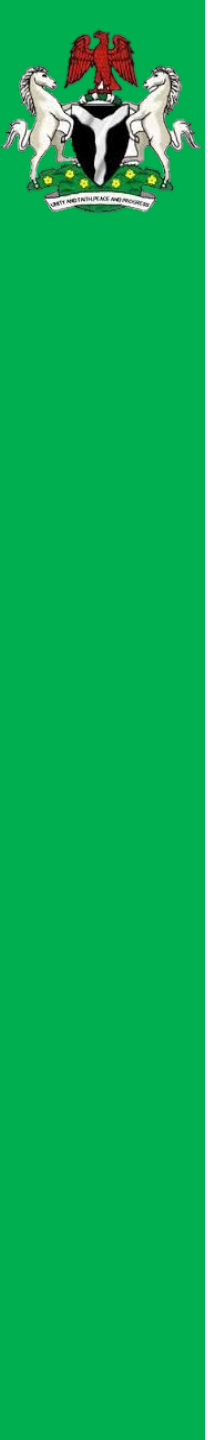


# MDA Induction Programme: Relevant Documents for each Step

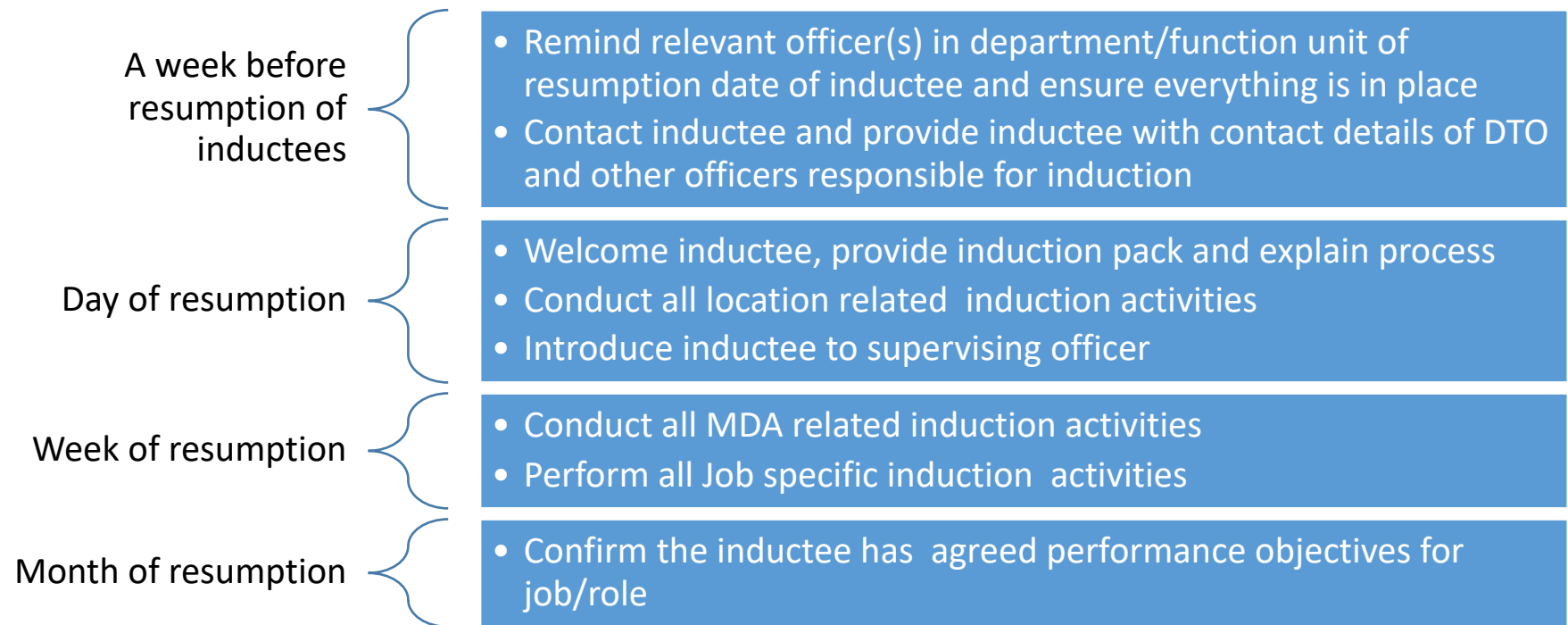


# MDA Level Induction : Routine Process and Responsibilities





# Induction Pack: Suggested Implementation Timelines







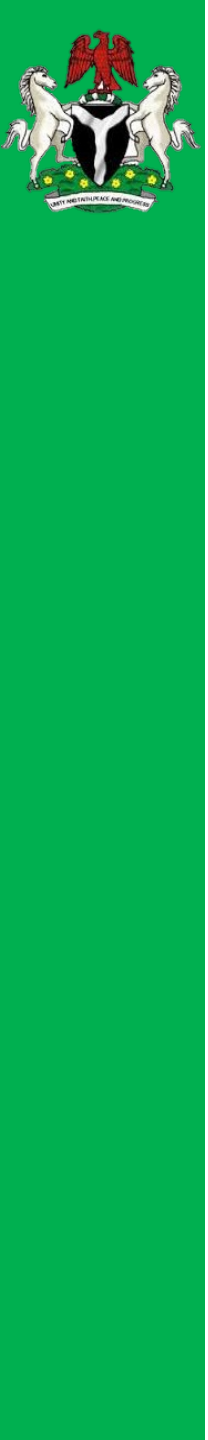
## Team Activity 3

1. Draw up and present the plan to develop and implement an induction programme for your assigned employee group. Your plan should reflect all phases of the induction process.
2. Deliver your presentation in form of a role play
3. State challenges that might hinder implementation

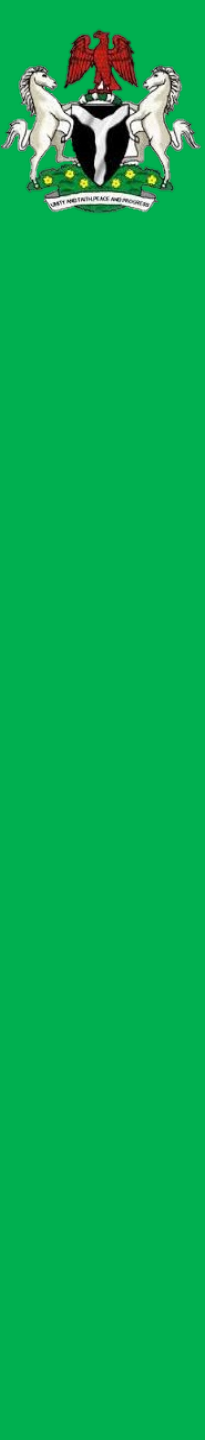


# Commencing Induction in MDAs: Implementation Plan

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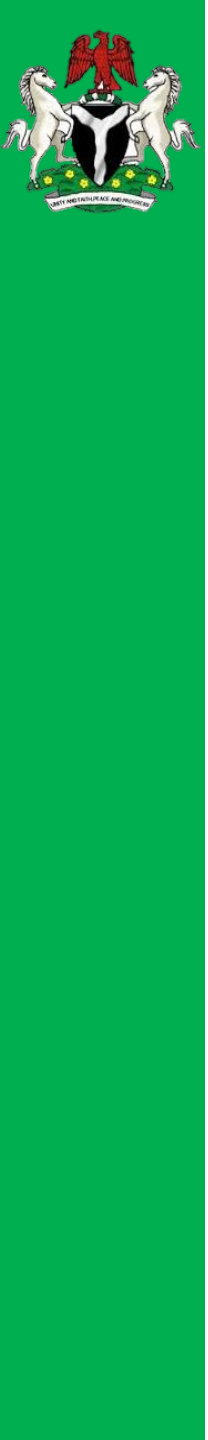


Agree next steps and timelines to commence delivery of induction programmes in your MDAs



# Template: Preparing to Roll Out Induction Pack in MDAs

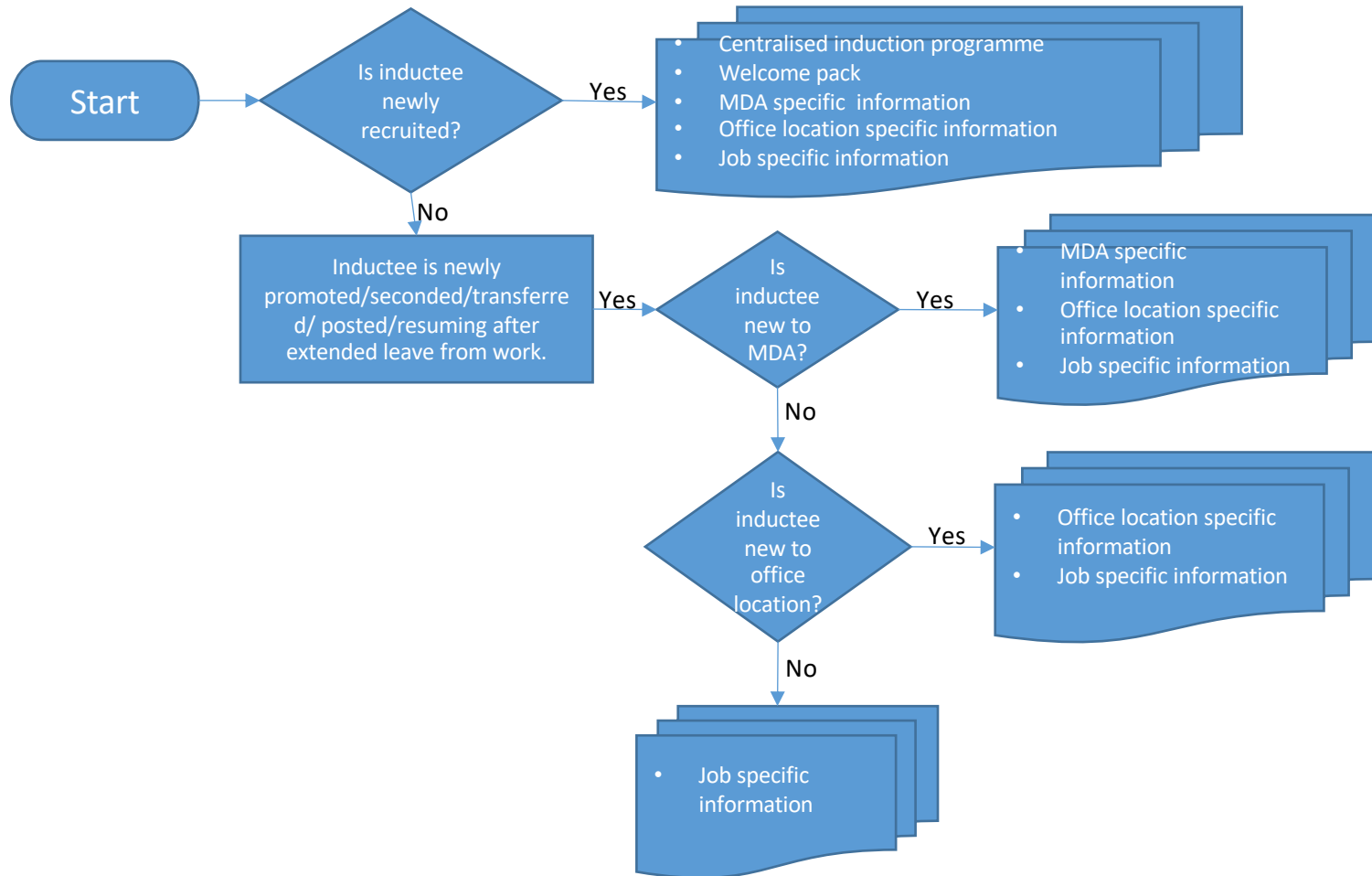
Phase	Activity	Responsible party	Timeline
<b>Pre-roll out</b>	Brief Directors HR Directors on MDA Induction Programme	L&D Department	
	Director HR briefs all line Directors of MDA Induction Programme	L&D Department	
	DTO works with relevant departments to collate MDA specific information	DTO	
<b>Roll out</b>	Conduct induction sessions for existing staff in selected departments	DTO	
	Commence implementation of “Induction Programme roll out	DTO	



# Recap and Next Steps



# Process Map: Appropriate Induction Materials for Different Inductee Groups



# Process Map: Staff who require induction

All Federal Civil Servants

Newly recruited



To be inducted

- ✓ Centralised induction programme
- ✓ Welcome pack
- ✓ MDA, location and job specific information

Newly posted to MDA



To be inducted

- ✓ MDA specific information
- ✓ Job specific information

New to office location



To be inducted

- ✓ Location specific information

New to job/schedule of duty



To be inducted

- ✓ Job specific information

Returning to job/schedule of duty after an extended leave



To be inducted

- ✓ Job specific information

Others



Not to be inducted

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# THANK YOU