

# INDUCTION TRAINING PROGRAM

Program & Approx Timings	Overview	Trainer
<b>MONDAY</b>		
<b>Introduction to Training Week</b> 9 am to 10 am	<ul style="list-style-type: none"> <li>▪ Housekeeping</li> <li>▪ History and Future - Talk by CEO</li> </ul>	Anne Goyer Martin Wren
<b>An EC for NOVA</b> 10 am to 10.30 am	<ul style="list-style-type: none"> <li>▪ Organisational structure</li> <li>▪ Vision and Mission statements</li> <li>▪ Duty Statement</li> <li>▪ Training Structure and Objectives Probationary Period</li> <li>▪ On-the-Job Training</li> <li>▪ Methods of Assessment</li> </ul>	Anne Goyer
<b>Social Role Valorisation</b> 10.30 am to 5 pm	The concepts and principles of SRV (Social Role Valorisation). SRV underpins NOVA's policies and procedures and methods of service delivery	Anne Goyer
<b>TUESDAY</b>		
<b>Legislation, Standards &amp; Orientation to Disability</b> 9 am to 12.30 pm	<ul style="list-style-type: none"> <li>▪ Legislation, its role and purpose</li> <li>▪ Community values and attitudes</li> <li>▪ Duty of care and risk minimisation</li> <li>▪ Disability Service Standards</li> </ul>	Kristen Carroll
<b>The Job Match Model</b> 1 pm to 5 pm	<ul style="list-style-type: none"> <li>▪ Service Delivery Model</li> <li>▪ Job Match -v- Job Bank</li> <li>▪ Overcoming barriers</li> <li>▪ Gathering Evidence for the DPI</li> </ul>	Anne Goyer
<b>WEDNESDAY</b>		
<b>Written Plans and Reports</b> 9 am to 12.30 pm	<ul style="list-style-type: none"> <li>▪ Developing an EAP (Employment Assistance Plan) and conducting Job Seeking Sessions</li> <li>▪ Writing File Notes and Reports</li> <li>▪ Making your first placement</li> </ul>	Racheal Neal
<b>NOVA Reporting System</b> 1 pm to 5.30 pm	Reporting Time, Activities and Information <ul style="list-style-type: none"> <li>▪ Time Sheets</li> <li>▪ Weekly Reports</li> <li>▪ Activity Reports</li> <li>▪ Workers Reports</li> </ul>	Kim Bell
<b>THURSDAY</b>		
<b>Job Seeking Methods</b> <b>Job Seeking Plans</b> 9 am to 5 pm	<ul style="list-style-type: none"> <li>▪ Four main job seeking approaches to employers, and their pros and cons</li> <li>▪ Principles of successful job seeking</li> <li>▪ Planning your Work (Work Diary)</li> <li>▪ Job Seeking Plans</li> </ul>	Martin Wren
<b>FRIDAY</b>		
<b>Post-Placement Support</b> 9 am to 3 pm	Providing planned and effective on-site support for your client, plus methods, tools, and writing reports.	Clare Bourke
<b>Review and Probationary Training</b> 4 pm to 5 pm	<ul style="list-style-type: none"> <li>▪ Review of overall processes</li> <li>▪ Probationary record keeping</li> </ul>	Anne Goyer