

How to use *The Induction Toolkit*

Introduction

This publication is designed to support the process of Induction outlined in the publication *Induction – starting adult in a new role*. The publication details the process of induction or the welcoming of new adults and how this needs to be achieved locally.

The role of the welcome pack

A welcome pack is just part of the induction process. It is not a replacement for personal contact but rather, a supplement to it. A welcome pack can be taken away by the newcomer, provide detail, be referred to when they feel like it. It can be built upon as a source of information as they become more involved.

The Induction Toolkit

This resource is designed to support the process of creating a welcome pack for a new adult. As much of a really useful welcome pack will be of a local nature, it should be produced in the Group, District or County/Area. This resource provides the information common to Scouting across the UK.

There would be little point in everyone spending time writing their own generic sections, and so it is these elements, that are included in this resource, to be supplemented by locally produced material.

Using *The Induction Toolkit*

Please do not try to sit down and read the whole toolkit in one go; it is not designed to be used in this way.

The Induction Toolkit can be used as and when you need it to make up a welcome pack for a new adult. Not every new adult will require every element. A welcome pack, like the face to face contact, should be tailored to the new adult's needs. *The Induction Toolkit* allows you to select the elements that will be most helpful to each individual, taking into account their role, the level of their involvement and existing experience, adding it to material you have produced locally. You can also add to their pack as their involvement grows and develops.

The development of *The Induction Toolkit*

This publication brings together the experience of many people who have worked with the induction process and produced welcome packs locally and nationally. They have been prepared to share their successes and experiences so that others might benefit. So if you have any ideas please send them ideas to the Adult Support Team at Gilwell Park.

Final points

Please remember that the induction and welcoming of newcomers is an essential role for all adults in Scouting. We were all new once and can probably imagine how they feel. We can always do with more help and Scouting works hard to recruit new adults. It makes good sense to treat them as individuals and welcome them. That way, they are much more likely to stay and join us in promoting successful Scouting.