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| **Manager/Instructor name** | |  | | |
| **Date of Induction** | |  | | |
| **New member name** | |  | | |
| **Membership number** | |  |
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| **Check List** | | | | **Tick** |
| 1. *Set up;* New Member Packs and put outside on the table – you need to offer a choice of colours to break the ice! The pack should contain the Code of Conduct and the Induction form plus the welcome letter that you have signed and personalised.   Also have a Courses menu to show them. | | | |  |
| 1. *Welcome the new member:* When they arrive get the new member to sit outside the Centre by the table. Explain what will be done in the next half an hour. Emphasise that the Computer Sharing Centre is a focus for learning and that membership is for people who are part of that ethos. Only members or temporary members are allowed to use the Centre. | | | |  |
| 1. Write the new member’s name and the date on the label on the plastic folder of their choice. | | | |  |
| 1. Read through the Welcome letter. | | | |  |
| 1. Read through the Code of Conduct. | | | |  |
| 1. Give the new member their completed membership card. | | | |  |
| 1. Get the new member to fill in and sign the Induction form | | | |  |
| 1. Take the £5 cost for the Induction (at whatever time is easiest) | | | |  |
| 1. Give a brief tour, showing the sign in sheets and notice board, and the “Treat Yourself” sweet area – offer them a sweet! ☺ | | | |  |
| 1. Go to the shared computers and demonstrate how to sit down, then get the new member to log on and off a shared computer independently? (ideally more than once) | | | |  |
| 1. Give them the Lucy guide on how to log on and off? (not needed if experienced as it is also on the wall). | | | |  |
| 1. Complete ‘New Member Induction’ online form from Courses website? | | | |  |
| This check list should be filed in the drawer - in the “Membership” hanging folder. It can be thrown away once the manager has checked it. This is a lot to do in only half an hour! It is very important to get to know something about the new member as well as giving them information. It should be fun and welcoming. ☺ | | | | |