

# Induction Welcome Module

Tailoring document

|  |  |
| --- | --- |
| **Client** | [Add client name here] |

Thanks for purchasing a Skillpod module!

Now it’s time to make it yours with your people, your place, and your brand.

## How to use this document

You can change anything in the “Instructions/things to change” column on the right.

**[Words in blue brackets like this]** are guidelines and tips.

Don’t need a particular slide in your module? Just say “delete slide”.

## Module contents

| **Item** | **Instructions/things to change** | |
| --- | --- | --- |
| Branding | [Add branding instructions here, or if it’s in a separate document, indicate here] | |
| COVER SLIDE | | |
| Heading | Welcome to the team! | |
| Body text | [Add your own short welcome message here, ideally 2 sentences]  We understand the first day in a new job can be daunting.  This module will cover core elements of [company name] and help you to settle in. | |
| Button | Click to begin | |
| Background image | [Add your own background image here.  Not sure what image to use? Describe the image you’d like and we’ll find one for you.] | |
| Add logo? | [Would you like your company logo added to the cover?]  Yes/No | |
| A MESSAGE FROM A STAFF MEMBER slide | | |
| Heading | A message from [one of our staff members or CEO]. | |
| Video | [Please provide a link where we can download your video, or indicate if you’re sending this via email.] | |
| Captions | [Would you like this video to have text captions/subtitles for screen readers?]  Yes/No | |
| CONTENTS slide  [Your contents page will be updated according to what you specify this document.] | | |
| Heading | What’s in this module | |
| history slide | | |
| Heading | Our history | |
| Body text | A brief history overview.  Drag the slider to learn more about our history. | |
| Timeline | [You can specify between 3 to 8 dates for the timeline. Delete any unused rows if you won’t be using all 8 slots] | |
| Date 1 | Date  Title  1 sentence description | |
| Date 2 |  | |
| Date 3 |  | |
| Date 4 |  | |
| Date 5 |  | |
| Date 6 |  | |
| Date 7 |  | |
| Date 8 |  | |
| MISSION/vision/values slide | | |
| Heading | Our vision, mission and values | |
| Body text | Hover over the icons below to learn our vision, mission and values. | |
| Icons and text | [You can specify up to 4 items here] | |
| 1 | Heading and short description | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| organisation chart slide | | |
| Heading | Organisation chart | |
| Chart | [Attach your chart here, or indicate if it’s in a separate document. If your chart is quite large, we may add this in as an attachment.] | |
| Useful contacts | [Add details about useful contacts here, such as:  Name – Job title – Contact phone – Email] | |
| SITE FACIlities slide | | |
| Heading | Site facilities | |
| Instructions | Hover over the icons below to learn about some facilities on site. | |
| Icons and text | [You can specify up to 7 items here] | |
| 1 | Heading and short description | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| 6 |  | |
| 7 |  | |
| equipment and systems slide | | |
| Heading | Equipment and systems | |
| Instructions | Click the images below to learn more about each system or piece of equipment. | |
| Items | [You can specify up to 4 items here, up to 2 paragraphs for content] | |
| 1 | Heading and content | Image |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| Orange button | Click here to see what support/training is available | |
| Support popup | [Add details here, up to 2 paragraphs] | |
| RESOURCES slide | | |
| Heading | Helpful resources | |
| Top text | Here are some useful downloadable documents.  Click the buttons to download each document. | |
| Documents | [Add links here to the each document – up to 5 items] | |
| 1 | Document link | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| Image | [Specify an image or other graphic for the right side] | |
| end slide | | |
| Heading | Well done! | |
| Top text | You should now know a little more about us and the way we work.  If you have any further questions, please get in touch with: | |
| Contacts | [Specify up to 2 contacts here] | |
| 1 |  | |
| 2 |  | |

|  |
| --- |
| Any other instructions for our team? |
| Your instructions here |

## FOR INTERNAL USE

|  |  |
| --- | --- |
| Doc received on: | [Date here] |
| Delivery date: | [Date here] |

### Production checklist

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Notes** |
| All requests within scope? |  | [If No, explain all out of scope requests here and any workarounds applied. See guidelines below.] |
| Copyright cleared? |  | [Images/Videos Outline substitutions, if any] |
| Proofreading and editorial checks done? |  | [If you’ve made comment explanations in situ, indicate here.] |
| Check instructions |  | [Check if all instructions are still clear after client edits, and make adjustments accordingly] |

### Scope guidelines

Each item has a scope guideline listed in blue, for example, 2 paragraphs of text only, etc.

Check if client has stayed within guidelines, within reason.

If the guidelines are missing from the client doc, compare against the internal copy.