

Ready for Work Week

Learning and development is regarded as a journey and every employee will be provided with Ready for work week; mandatory, specialist and professional learning opportunities designed to enable them to

Be All They Can Be

Employees who require targeted literacy, numeracy or IT training will be provided with **Support for Learning**. New Managers will be offered the opportunity to participate in a professionally accredited Management Development programme

During an employee's first month of work with the organisation they are required to participate in our bespoke induction process designed to get them **Ready for Work**

(Please Note: in the interim local targeted induction will be provided at your place of work)

Ready for Work week includes

Day 1 Orientation

- information about the organisation and the services we provide;
- standards and quality of care we expect for our stakeholders,
- learning and development opportunities and the [Learning Catalogue](#)
- The Learning Database
- information about SSSC and other legislative requirements

The remainder of the week will consist of mandatory training that every employee must complete to be able to work within our services.

This includes five key areas, as follows:

1. Protection (Adult and Child)
2. Fire Safety
3. Health and Safety
4. Equality and Diversity (Online Social care TV)
5. Hand Hygiene

If you require more information on any aspect of learning and development at TMF please ask your Manager or contact the Assurance and Development team by email tmfdepartment@themungofoundation.org.uk or telephone the Learning Academy on 0141 418-0105