

Induction Checklist

Purpose: Use this checklist to make sure each new team member is properly set up, shown the key systems, and given clear instructions for completing their induction training.

Area	Induction item	Done
CoachingHub account setup	Create the new team member's CoachingHub account by marking the coach as "active" on FMS.	☐
Fresha account setup	Create the new team member's Fresha account, remembering to add the company logo as the profile picture. Confirm they can log in successfully.	☐
Fresha demonstration	Show the new team member a demonstration of Fresha, including how bookings, clients, appointments, and basic day-to-day use should be handled.	☐
CoachingHub demonstration	Show the new team member a demonstration of CoachingHub, including where session plans, resources, and time-off requests can be found.	☐
VLE demonstration	Show the new team member the Virtual Learning Environment and explain how to access Introduction to Calculated Performance Course, complete modules, and track their progress.	☐
IDP demonstration	Show the new team member how to find a player's IDP link and complete an IDP assessment. Explain the IDP assessment schedule: pre-season, start of season, mid-season, end of season.	☐
Training course	Outline the requirement to complete the Introduction to Calculated Performance Course, including where to find it, expected completion timeframe, and who to contact if they need support. Explain they must complete theory modules 1-4 before the practical modules.	☐
HR meeting	Explain that Adam Dunkerley will be in touch to arrange a HR meeting with them. This meeting will outline all the company policies, explain pay structures, pay dates, and extra-curricular activities.	☐