



Induction Passport

Name: _____

Date Joined: _____

Congratulations on getting a position in this supportive and ambitious organisation!

We're so glad to have you on board.



What now?

You have finished your online welcome journey, which should have given you an overview of how we work and what we do here at the British Council.

But the induction doesn't have to finish there. Welcome to your **induction passport**—This is full of tasks, advice, and a space for you to record the key parts of the induction, from the activities you do to people you meet.

We hope this is useful.

Things to try

A follow up from the information online.

SBU's

Meet at least one person from each SBU and try to get an idea of how their work fits into the British Council, and how it relates to your SBU.

☐

Get a Buddy!

Have you heard of the living library? Take the chance to 'loan' an employee in one of our other offices!

☐

British Council Values and Behaviours

Values normally feel corporate, robotic, out of touch. Try to think about what these values mean to you.

☐

Wellbeing

Discover the clubs and activities on offer within your office. Tip: Ask the members of your team—they tend to be led by the staff themselves rather than from the top..

☐

Yourself

We often recommend you take the following tests to understand yourself (we won't ask for the results!):

Belbin Team Roles Test

Myers Briggs Personality Test

Career Anchor Test

☐

Who have you met?

With over 10,000 employees, you're going to interact with a lot of interesting people as you settle in. Try to keep a record (these contacts will come in handy!)

Who:

Role:

Location:

SBU:

Contact Details:

Additional information:

Who:

Role:

Location:

SBU:

Contact Details:

Additional information:

Who:

Role:

Location:

SBU:

Contact Details:

Additional information:

Who:

Role:

Location:

SBU:

Contact Details:

Additional information:

Who:

Role:

Location:

SBU:

Contact Details:

Additional information:



There are so many resources available, regardless of role. Have you signed up to:

The British Council brand guidelines?

A SOLAS Induction?*

The Asset Bank: A bank of our photographs.

The Living Library: Register a bio!



Induction Passport

**We hope you settle
in well!**