

Assimilating values in induction, supervision and appraisal

The Assimilate stage of your values-based recruitment journey involves inducting, developing and managing staff to ensure they demonstrate your workplace values and behaviours in their role.

It's about how employees can integrate into your workplace culture in a way that ensures they can share their unique talents and individual characteristics.

When you have invested time and resources to recruit great staff, retaining them is your key priority. In your induction process

When you have established organisational values and these are clearly defined in your job descriptions, person specifications, and any other processes such as your code of conduct or manager standards, you can then embed them into your induction.

From a person-centred perspective, there is a huge opportunity at induction to use information that you may have learnt about the candidate's values, learning styles and communication preferences to develop an inclusive, personal induction and training plan together.

Your employee induction process should include a focus on the wellbeing of staff, helping embed compassionate care as an employer who takes care of their staff. Staff well-being is an important element that feeds into maintaining a positive workplace culture and research has shown this leads to greater retention levels.

See [The Positive Workplace Culture Toolkit](#) for more information on how you can create and embed an Inclusive, Compassionate and Collaborative Workplace Culture at every stage of your employee workplace experience ([LINK](#)).

Meeting regularly in these early stages of inducting new staff will support and help them settle in. Some ways you can do this are :

Assimilating values in supervision and appraisals

Your workforce is your most valuable resource – and Supervision and Appraisals play a key role in supporting them to deliver high-quality care and support and take care of staff wellbeing at the same time.

Appraisals and supervisions are one of the few opportunities you have to sit with your staff, listen and focus on them.

Skills for Care has '[Effective supervision: a practical guide for adult social care managers and supervisors](#)' to help you to plan and deliver effective supervisions. It includes information about what supervision is and why it's important and has practical tips and recommendations to help you to plan and deliver supervision sessions.

The [People Performance Management Toolkit](#) also supports you in having supervision and appraisals conversations, both in celebrating success and recognising staff who are putting your values into practice in their work, and having challenging conversations with staff who are not behaving in line with your values and expectations.

A quick guide to supervisions Vs appraisal

Both appraisals and supervisions (also called one-to-ones or 1-2-1s) play a vital role in the development of your workforce but can often be confused. The table below outlines the difference between the two and how they can be applied.

Supervision

Occurs on a regular basis, as and
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Employer experiences:

Future Directions - Skills for Care Accolades Winner:
Best employer of over 250 staff 2020

Induction example:

“Our induction is a 5-week process which commences with the Directors of Future Directions meeting our new staff and talking to them more about our values.

We cover the Care Certificate and additional training on safeguarding, supporting good health, moving and handling, emergency first aid, active support, positive behavioural support, personalisation, mental capacity, autism, learning disabilities dementia awareness, epilepsy and mental health.

Our induction is covered in various different ways. We offer e-learning but also back this learning up with classroom-based sessions, as well as workbooks and more, ‘on the job’ learning and workplace assessment of competence. Our managers support staff through their induction, providing extra guidance and assistance and talking them through workbooks to ensure that they fully understand.

In the delivery of our induction and training, we use a combination of internal and external trainers in this process and people we support, who are able to deliver training from their own perspective and family members.

There has certainly been a shift in recent years to staff being confident to access e-learning,

Induction (New starter) – Jimmy

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Recognising and rewarding values -based behaviours - Employer experiences

Use those identified formal times when you can recognise the behaviours you outlined as part of company values.

Affirming the good work that people do, helps them feel valued.

Use different methods to communicate to staff they are doing well

Certificate of appreciation

We'd like: (name)

to feel valued for:

Future Directions

