# Unit 303: Contribute to business success

## Activity 21: Induction planning

All new staff joining the kitchen department in a business should attend induction training. The primary induction is generally carried out by the Human Resource team and the secondary induction by a member of the kitchen team.

a) List the topics that would be covered in the primary induction by the HR team.

b) List the topics that would covered in the secondary induction by the kitchen team.

c) Suggest methods that could be used to deliver the topics identified in a and b.

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