Sample departmental induction programme from a University of Oxford science department

Induction Day - for new staff and academic visitors

All new staff and academic visitors in the department are cordially invited to attend this induction day. Tea/coffee and lunch will be provided.

Programme:

9.00am Welcome by the Head of Department
9.20am Administration of the Department - (Administrator/Deputy Administrator)
9.35am Equipment/General Facilities - (Head of Technical Staff)
9.50am Safety in the Department - (Area Safety Officer)
10.05am Stores and Ordering System - (Administrative Assistant)
10.20am Staff Training and Development - (Deputy Administrator)
10.30am COFFEE
10.50am Computing Facilities - (Webmaster)
11.15am Tour of workshops and photographic studio - guided by members of the Research Staff Committee

Research Overviews

12.00pm - 12.45pm Three research overviews
12.45pm Lunch
1.30pm - 2.15pm Three further research overviews
2.15pm - 2.50pm Research in Lab A
2.45pm Library Tours (Departmental Librarian).