



Atma Induction Plan

This document is created to outline the induction process adopted for the position of Communications Coordinator recruited in July 2014.

Name of Employee: Chirag

Reporting to: Jithin

The induction process aims to:

- Provide an overview of the Atma model
- Introduce Atma's strategic plan and goals for the year
- Tasks and role of the Communications Coordinator
- An in depth understanding of the Atma Volunteer Program
- An understanding of the Atma Portfolio Program
- An understanding of the Resources and Network Program
- An introduction into the Atma Cloud
- Space to express ideas, learning and concerns

The induction process includes:

- Induction fortnight
- Shadow Sr. Resources Manager
- Site visits
- Sessions with Atma Portfolio Managers



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 20	July 21 10:00 – Welcome, introduction, email, drop box, laptop (Carm) 10:30 – Admin Session (Namita) 11:00 – Role (Jithin) 12: 00 – Staff Meeting 14:00 – Reading	July 22 10:00 – Atma History (ME) 11:00 - Overview of Volunteer Program (Beth) 14:00 – Atma Cloud (Nadine)	July 23 10:00 – Atma Model & Language (Lisa) 11:00 - Atma Culture, any remaining HR Policies 14:00 – Dharavi Tour (Reality Gives)	July 24 10:00 – Accelerator Program Overview (Lisa) 14:00 – Resources Overview (Jithin, Kinjal)	July 25 10:30 – Volunteer Staff Meeting 13:00 – Team Lunch 14:30 – Branding Exercise	July 26
July 27	July 28 09:30 – Resources Meeting 10:30 - Portfolio Meeting 12:00 – Atma Staff Meeting	July 29 10:00 – Site Visit (One Portfolio Organization) 14:00 – Website, Blog, Social Media (Anushka)	July 30 10:00 – Atma Impact Measurement, M&E, etc .(Neha) 14:00 – Shadow Jithin (Task/Meeting etc)	July 31 10: 00 – Site Visit (One Portfolio Organization)	Aug 01 09:30 – Review with Carm	Aug 02