

Induction Schedule 2025

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Day 1

Time	Topic	Trainer/Facilitator
9:00AM - 9:15AM	Group Introductions	Angela Lehane/ Melissa Martin
9:15AM - 10:00AM	People with a Voice Hear it First from Us <ul style="list-style-type: none">• Welcome to Horizons• Let me tell you about me• Let me tell you about advocacy work in Horizons	A person supported by Horizons and Advocacy Officer, Daragh Forde
10:00AM - 10:30AM	General Information <ul style="list-style-type: none">• Overview of Horizons• Organisational Structure• Vision/Mission/ Values• Strategic Plan	Angela Lehane/ Melissa Martin
Break: 15 minutes		
10:45AM - 11:25AM	HR Presentation for new employees	Angela Lehane/ Melissa Martin
11:30AM - 12:30AM	Behaviour Support	Tina Howe
12:45AM - 1:15PM	Introduction to Eating, Drinking and Nutrition	Eating, Drinking and Nutrition Group
Lunch: 1:15PM - 2:15PM		
2:15PM - 3:15PM	Policy for the Protection of a Person's Human Rights when considering the use of a Rights Restriction	Joe McDonald/ Pat Flynn
Break: 15 minutes		
3:30PM - 4:30PM	Communication	SLT

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Day 2

Time	Topic	Trainer/Facilitator
9:00AM - 10:00AM	Employee Health and Safety <ul style="list-style-type: none">• Overview of Health and Welfare at Work Act 2005• Duties of employers and employees and application of delegated responsibilities in the context of the employee's role within Horizons• Accidents and Emergencies – reporting protocol, documentation and referral for follow up First aid or medical treatment	<i>Health & Safety</i>
Break: 15 minutes		
10:15AM -10:45AM	Intimate Care Policy	<i>Liz Murray</i>
10:45AM - 11:15AM	H.I.Q.A	<i>Liz Murray</i>
Break: 15 minutes		
11:30AM – 12:30PM	GDPR	<i>Sheila O'Flynn</i>
12:30PM – 13:10PM	Workvivo, Communications and Fundraising	<i>Elaine Murphy</i>

Mandatory Training to be organized by the Line Manager at the earliest date possible:

1. Covid Training
2. Manual Handling
3. Safeguarding
4. Children First
5. Fire Training
6. MAPA if appropriate

**HORIZONS**
Cope Foundation in Cork Communities

Once complete the Training forms or Hseland certificates must be returned to the HR Department.