

# Good Practices Induction Training Kit

It is crucial that all new employees are properly well inducted/oriented to their new working environment and understand their rights and responsibilities. This can ultimately help to reduce potential industrial disputes, improve understanding and communication between management and workers and promote higher productivity for the enterprise.

## Good practices for induction training kit

- Management should use the ILO *Better Factories Cambodia* training kits to support their own induction process to educate new workers on their rights and responsibilities when they are newly employed in the factory (Figure 1).
- HR managers should hold induction sessions regularly to ensure that new workers are properly inducted and aware of their workplace rights and responsibilities (Figure 2).
- Enterprise HR managers/trainers with induction responsibilities should participate in ILO *Better Factories Cambodia* induction training ToT so that they clearly understand how to use the kit (Figure 3).



Figure 1



Figure 2



Figure 3

## Benefits:

- ✓ Workers better understand their rights and responsibilities
- ✓ Helps to build mutual understanding between management and workers
- ✓ Helps to build trust and good workplace cooperation
- ✓ Helps to reduce industrial disputes, leading to higher productivity

## How:

- ✓ Get the induction kits from ILO *Better Factories Cambodia*
- ✓ Factories should have regular induction training programs and ensure that all new workers are properly inducted
- ✓ Factories should have proper facilities (training rooms) to run the induction training and other training activities

## Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost