## Familiarization plan

The induction plan contains a recommendation for planning the work content for the first weeks or months. New employees should not be over- or underchallenged. For the individual work tasks, it is determined which person will provide support. The induction plan should contain a factual and temporal structure.
It makes sense that the work tasks follow the following didactic principles:

- From the simple to the complex
- From the general to the particular
- From the known to the unknown

| Date of the familiarization plan |  |
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| Organizational unit (Dept., LSt., Inst.) |  |
| Executive |  |
| New employee |  |
| Position, activity |  |
| Date of start of work/duty |  |
| Date first meeting |  |
| Date feedback meeting after 1 month |  |
| Date feedback meeting after 3 months |  |
| Date Feedback interview Probationary <br> period end |  |
| Planned further training/qualifications |  |


| Task area 1 |  |  |  |
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| Learning objectives |  |  |  |
| Qualifications completed |  |  |  |
| Task |  | Responsible | Done |
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| Task area 2 |  |  |  |
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| Learning objectives |  |  |  |
| Qualifications completed |  | Responsible | Done |
| Task |  |  |  |
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| Task area 3 |  |  |  |
| :--- | :--- | :--- | :--- |
| Learning objectives |  |  |  |
| Qualifications completed |  |  |  |
| Task | Responsible | Done |  |
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| Task area 4 |  |  |  |
| :--- | :--- | :--- | :--- |
| Learning objectives |  |  |  |
| Qualifications completed |  | Responsible | Done |
| Task |  |  |  |
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| Task area 5 |  |  |  |
| :--- | :--- | :--- | :--- |
| Learning objectives |  |  |  |
| Qualifications completed |  |  |  |
| Task | Responsible | Done |  |
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| Task area 6 |  |  |  |
| :--- | :--- | :--- | :--- |
| Learning objectives |  |  |  |
| Qualifications completed |  |  |  |
| Task | Responsible | Done |  |
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