

Induction Framework

AIESEC IN TURKEY 1617



Food for thought

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CFO asks CEO: "What happens if we invest in developing our people and then they leave us?"

CEO: "What happens if we don't, and they stay?"

What is Induction?

Training provided to new employees by the employer in order to assist in adjustment to their new job tasks and to help them become familiar with their new work environment and the people working around them.

What is the Induction Checklist?

1. AIESEC Understanding (Induction LCC)
2. General Area Knowledge (Induction LCC)
3. Specific Area Knowledge
4. Tools & Platform Management

What is the Induction Checklist?

*Induction Local
Conference*

1 Day

For newbies &
elected team leaders

*Functional
Induction*

5 Days

For newbies,
delivered by LCVPs
and TLs

Induction Local Conference (15 or 16th October)

Time	Newbies						Team Leaders	Time			
	iGCDP	oGIP	oGCDP	MKT	iGIP	BD					
8:30:00	Arrival							8:30:00			
9:00:00	Opening							9:00:00			
9:30:00	Why of AIESEC							9:30:00			
10:00:00								10:00:00			
10:30:00	Introduction to AIESEC						Team Standards	10:30:00			
11:00:00								11:00:00			
11:30:00								11:30:00			
12:00:00	Why of iGCDP	Why of oGIP	Why of oGCDP	Why of MKT	Why of iGIP	Why of BD	Team Management	12:00:00			
12:30:00	Sub-products	Sub-products	Sub-products	Sub-products	Sub-products	Sub-products	Self-Awareness	12:30:00			
13:00:00	Lunch							13:00:00			
13:30:00								13:30:00			
14:00:00	JD	JD	JD	JD	JD	JD	Communication Skills	14:00:00			
14:30:00	Clarification	Clarification	Clarification	Clarification	Clarification	Clarification		14:30:00			
15:00:00	Processes - matching, realization, S&S	Processes - matching, realization, S&S	Processes - matching, realization, S&S	Value Proposition & Channels	Processes - matching, realization, S&S	Sales	Time Management	15:00:00			
15:30:00									15:30:00		
16:00:00									16:00:00		
16:30:00	Break							16:30:00			
17:00:00	Sustainability	Synergies OGX-MKT			Synergy BD-iGIP		Performance Management	17:00:00			
17:30:00	Team Standards Introduction							17:30:00			
18:00:00	Our Team & Plan							18:00:00			
18:30:00								18:30:00			
19:00:00								19:00:00			
19:30:00	Our Stories							19:30:00			
20:00:00								20:00:00			
20:30:00	First 30 days							20:30:00			
21:00:00	Plenary							21:00:00			
21:30:00	Dinner Together/Hangout							21:30:00			
22:00:00								22:00:00			
22:30:00								22:30:00			
23:00:00								23:00:00			
Time	Newbies						Team Leaders	Time			
	iGCDP	oGIP	oGCDP	MKT	iGIP	BD					

Induction Local Conference (15 or 16th October)

One-day induction is the most relevant for our operations.

After one day induction, **more specific induction should take place** and LCVP TM has to make sure that all induction processes are not longer that 5 days.

Induction Local Conference *(15 or 16th October)*

Why is important to train team leaders during the induction local conference as well?

These people will receive new people to their team, so they have to know how to lead them, how to track their performance, how to manage their time, and to build the team values and team plan during LCC as well (yeyy team standards) and so on...

A large group of people, mostly young adults, are gathered in a hall for an induction event. They are standing and clapping, facing towards the front of the room. The hall has a high ceiling with recessed lighting and air vents. The floor is covered with large, ornate red and gold patterned carpets. In the background, there are banners. One banner on the left says "presented by Deutsche Post DHL Group" and features a green geometric logo. Another banner on the right says "Over 1,200 internship experience and 20 years development leadership together".

Functional Induction (17 to 21st October)

Disclaimers:

During Induction Local Conference, LCs will be more focused on **delivering TM & general knowledge to newbies and elected team leader** (Introduction to AIESEC, Team Standards fulfilment, planning of 1st 30 days, soft skills).

After LCC, the LC needs to be aligned on **Functional Induction** as well (check the info below).

BD & iGT (together)

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Customer Flow	CF 2.0	***	TL	Physical Meeting	CF 2.0	Monday
Legalities	Legalities in the area, TN contract, etc	*****	LCVP	Physical Meeting	TN contract, regulations, AIESEC in Turkey legality guideline	Monday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Cold Callings	Cold Callings how to do it	*****	TL	Physical Meeting		Tuesday
Emailing	How to send professional emails, google	****	TL	Physical Meeting		Tuesday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Sales Meetings	Before, during and after meeting activities, TN contract, JQ	*****	TL or LCVP	Physical Meeting		Wednesday
How to follow up	Minimums of follow up meetings	*****	TL	Physical Meeting		Wednesday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Basics of EXPA	Basic application analytics, CV applications	**	TL	Physical Meeting	EXPA	Thursday
Sectorial Trainings	What is happening in the area, grants, news, analysis	****	TL	Physical Meeting		Thursday

iGT

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
EXPA	App. analytics, applications, contact list	*****	TL	Physical Meeting	EXPA	Tuesday
How to be account manager	Draft form, JQ to EXPA	*****	TL	Physical Meeting	TN contract	Tuesday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Consideration	Shortlisting, interview	*****	TL	Physical Meeting		Wednesday
Country Partner Relations	How to contact, how to sustain EY partners	***	LCVP	Physical Meeting		Wednesday



iGT

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
How to EP buddy	EP buddy, consultancy, LDM coaching	****	TL	Physical Meeting		Thursday
How to CRM	Company relations management, meetings, story collecting, case solving	***	TL	Physical Meeting		Thursday

oGT

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Customer Flow	CF 2.0	***	LCVP	Physical Meeting	CF 2.0	Monday
Conversion of EPs		**	LCVP (oGV and MKT)	Physical Meeting		Monday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Importance of EP delivery		***	LCVP	Physical Meeting	CF 2.0	Tuesday
Match & IR		**	TL	Physical Meeting		Tuesday



oGT

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
EP manager process		***	TL	Physical Meeting		Wednesday
EXPA/OP		***	TL	Physical Meeting	EXPA	Wednesday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Customer Flow		***	LCVP	Physical Meeting		Monday
Importance of 1 EP		**	LCVP	Physical Meeting		Monday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Conversion of EPs		***	TL (oGV+MKT)	Physical Meeting		Tuesday
Role of oGV in Recruitment		**	TL (oGV+MKT)	Physical Meeting		Tuesday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
EXPA/OP		***	TL	Physical Meeting		Wednesday
EP Manager Process		**	TL	Physical Meeting		Wednesday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
AARC Explanation		***	TL	Physical Meeting		Thursday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Customer Flow	CF for iGCDP, how we cooperate with SE	***	LCVP	Physical Meeting	CF 2.0	Monday
EXPA	Basic EXPA Operations	***	LCVP	Physical Meeting		Monday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Project in iGV	Purpose, different areas in iGV project, showing timeline	***	TL	Physical Meeting	Project booklets	Tuesday
Matching processes	What profiles do we seek, how to talk with EPs, what is the matching flow, IR	***	LCVP	Physical Meeting		Tuesday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Enabler in iGV	Who our enablers are, our value proposition to them	**	LCVP	Physical Meeting		Wednesday
Value Delivery	S&S, managing EPs, reception, buddy system	***	TL	Physical Meeting	S&S	Wednesday

B2C & B2B (together)

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Role of MKT	Why MKT is supporting the functions, synergy btw Xs	*	LCVP	Physical Meeting		Monday
CF for Youth / Enablers	Go through each phase understand the JD allocation between MKT & exchangers	*	LCVP	Physical Meeting	aies.ec	Monday

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Social media management	FB, twitter, Importance of Ads	**	LCVP	Physical Meeting		Tuesday
Basic content creation	Stories, blogs, AD visuals, how blue book should be used	**	TL	Physical Meeting	Blue Book	Tuesday



B&C

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Lead nurturing	Activities to convert more people - email MKT	*	LCVP	Physical Meeting	JulyCo outputs	Wednesday



Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
Pull Strategy	Why inbound MKT is important - how we do it. AIESEC.org.tr/sirketler ; Partnerships; Value Proposition	*	LCVP	Physical Meeting	JulyCo outputs	Wednesday
iGT value proposition	What is value proposition? - Leadership Development - International Talent Acquisition What are the	**	LCVP	Physical Meeting	Marketing Functional Outputs	Wednesday

All Exchange newbies

Subject	Knowledge Included	Priority	Delivered by	Channel	Resources	When?
ECB, CFS, NPS	ECB role, how is quality kept under control, why we use CFS?	*	LCVP X	Physical Meeting		Friday
S&S	XPP, contracts	**	LCVP X	Physical Meeting	S&S	Friday
LEAD, OPS, IPS, RIS	Why they are important, agenda	***	LCVP TM	Physical Meeting	Agendas & materials	Friday

Disclaimer number 2:

“Rita, why we don't have induction plan for teams in
TM & finance?”

TM and Finance teams need someone experienced in
AIESEC knowledge and functions, so we are not
recommending the LCs to allocate newbies in these 2 areas.

Tracking system

LCVPs TM and LCPs are the final responsible in the LC to make induction happen 100%.

So this means that the entire EB will be tracked by LCVP TM and LCP during the whole induction procedure (before LCC and after the functional week).

The checklist in the functional induction can also be seen [here](#).



Please contact Rita for any questions <3
HAPPY INDUCTION!!!