

## **Welcoming learners to your setting – Examples**

How can you make people welcome in a new setting?

- Sending a map or directions on how to get to the setting
- Informing people where to park or what bus / train to catch
- Informing people who to ask for on arrival
- Ensuring people were met promptly on arrival
- Spending time with people on arrival telling them about what is expected of them in relation to dress code, behaviour, break times, etc.
- Discussing what is expected of them as a learner, e.g. what sort of work they will do
- Discussing how they will know whether they are making progress
- Informing people about the service which is offered and the people who use the service
- Informing people about the other staff they might meet
- Allowing time for any questions or concerns
- Ensuring people have time to settle in and orientate themselves to the service
- Providing a specific person to whom they can relate
- Including people in relevant meetings or activities
- Providing information about office protocol, e.g. how does the tea fund work?
- Ensuring discussions take place about what the individual wants to know or learn