

PREPARING FOR YOUR INDUCTION

It's almost time for you to join us at softcat and start your new career in sales, hooray! Before you can jump right in, you'll need to attend an Induction. We're sure you have a few questions about this, considering how much the world has changed lately. So, let's clear a few things up, so you know exactly what to expect.



WHAT WILL YOU BE FOCUSED ON DURING YOUR INDUCTION PROGRAMME AT SOFTCAT AND HOW LONG WILL INDUCTION LAST FOR?

During your Induction at Softcat, we provide various introductory sessions to warmly welcome you into the Softcat family. It is essential for all new starters to attend and gives you a chance to meet some other newbies whilst learning about all the things that make us uniquely 'Softcat'!

Our Induction Programmes last for two weeks for our Corporate and Public Sector Executives, and three weeks for our new Specialists. The primary focus is based upon building knowledge and understanding within the following key areas:

- Basic Selling Techniques
- Product Knowledge
- Insight into our approach to Customer Excellence

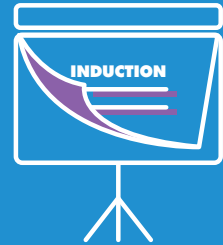
WHERE WILL THE INDUCTION BE BASED?

We are really excited to invite you to the Softcat HQ in Marlow for the first three days of your Induction. For the remaining period you will be based from your regional Softcat 'hub' office, where sessions will be accessed through video conference from a designated meeting room or delivered in person, dependent on the location of the facilitator.

HOW WILL THE INDUCTION PROGRAMMES BE STRUCTURED?

DAY 1

- Welcome lunch at 12pm
- An introduction to Softcat's strategy, values, culture and history (by one of our Directors)
- Overview of what to expect for the rest of your Induction
- Dinner at a local restaurant in Marlow with the Founders Club where you can get to know each other more and have some fun!



DAY 2 & 3

- The SDP management team will provide you with an insight into your Sales Development Programme
- Our helpful IT team will support you in getting up to speed with accessing all the tech you need to hit the ground running
- We'll include some sessions covering the key areas listed above to start building your knowledge
- At lunchtime on day three you'll start your journey back home.

DAY 4 TO 10

You'll be based from your own office, where you will be welcomed by your SDP Manager and provided with an office tour. You will be allocated an 'Induction' meeting room, alongside your colleagues where you will be able to either remotely access your induction sessions together; or have a facilitator present in-person to deliver the content to you.



WILL ACCOMMODATION BE ORGANISED FOR YOU IF YOU'RE NOT BASED FROM THE MARLOW OFFICE?

Yes we will be organising your accommodation on your behalf with our local Travelodge.

WITH REGARDS TO ORGANISING YOUR TRAVEL AND PAYING FOR ASSOCIATED EXPENSES DURING INDUCTION, HOW WILL ALL OF THIS BE MANAGED?

We will provide you with travelling expenses for the Induction and arrange for your travel. To allow us to do so, please complete and submit the travel form that can be accessed [here](#).

WILL YOU BE ABLE TO CLAIM EXPENSES FOR YOUR BREAKFAST/MEALS DURING INDUCTION?

You will receive up to £15 per day as a food allowance. We will pay up to £15 per day only, if you spend over this set amount, you will only be reimbursed £15. If you spend under this, you will be reimbursed the exact amount you have spent. It is important that you keep all receipts as it is mandatory to provide these when making an expenses claim.

We will run through the company expenses system during your HR training session on day one.

WHAT IS THE DRESS CODE DURING THE INDUCTION PERIOD?

The dress code for Induction is smart dress. You don't have to wear a full suit, but a shirt/similar is advised.

WILL YOU RECEIVE YOUR SOFTCAT LAPTOP BEFORE THE START OF INDUCTION?

We will send a laptop to your home address the week before Induction starts, along with your login details (via email). We will also run an IT session the Friday before you join to make it as smooth as possible. IT will be on hand during your first few days, in case there are any technical issues. Please make sure you bring your laptop with you to Marlow HQ.

WHAT DO YOU NEED TO DO IF YOU ARE RELOCATING FROM YOUR CURRENT ADDRESS?

If you are planning on moving house before your start date, please email recruitmentteam@softcat.com ASAP so we can ensure your IT kit is sent to your new address.

We can't wait for you to join us!