

Sample Orientation Presentation

ConnectsUs™



Company Overview

- Vision
- Mission
- Competitors
- Value Proposition/Differentiators (Why are we better?)
- Service Philosophy

Products & Services Overview

- Product 1
Product overview
- Product 2
Product overview
- Product 3
Product overview
- Service 1
Service overview
- Service 2
Service overview

Company History

Click to add text... INCLUDE GRAPHICS!

Our Culture & Core Values

SUCCESS FACTORS

People who succeed in the Company have the following traits in common:

- **Attitude** - passion, accountability, energy
- **Aptitude** - talent, job-specific know-how
- **Integrity** - trustworthiness, honesty, transparency
- **Intelligence** - smarts, innovation, creativity
- **Intensity** - focus, productivity, efficiency

Our Culture & Core Values

REINFORCEMENT

- Social Events
- All-Hands Meetings
- Lunch & Learns
- Treat Days & Potlucks
- Giving Back to the Community
- Annual Recognition Awards

Organizational Chart

Click to add org chart... If your staff organizational chart is too big for this space, insert a **functional** org chart that introduces key departments.

Senior Management Team

[CLICK TO ADD SUBTITLE](#)

Click to add text... Introduce your senior management team.

Try to include some information that makes them more 'human'.

Human Resources

HR STAFF & SUPPORT

Click to add text... Introduce your HR staff and describe the HR support employees can expect.

Human Resources

Core Company Policies – Sign off Required

Provide overview of Core Company Policies that protect your company. Examples:

- Harassment
- Equal Opportunity Employer
- Internet & Computer Use
- Social Media
- Attendance
- Hours of work
- Overtime
- Lunch & Breaks
- Absences
- Punctuality
- Confidentiality
- Probationary Period
- Privacy
- Whistleblower Protection
- Outside Employment
- Intellectual Property
- Use of Mobile Devices
- Dress Code
- Solicitation
- Conflict of Interest
- Progressive Discipline
- Drugs & Alcohol

Human Resources

BENEFITS OVERVIEW

Click to add text... Talk about the good stuff here. Besides the basics, what else do you offer that makes you a great employer?

Human Resources

PERFORMANCE REVIEWS

- Annual process
- Rewards for performance
- ...
- ...

Human Resources

EMPLOYEE DEVELOPMENT & TRAINING

Click to add text... How much is spent on training and what is the process and criteria for approval?

Human Resources

PAYROLL & TIME OFF REPORTING

Click to add text... When are employees paid, and what happens when they are absent?

Safety Overview

- First Aid
- Emergency Contacts
- Evacuation
- <Company-specific Safety Information>

Facilities

- Security
- Lunchroom
- Bulletin Boards
- Smoking Areas

24/7 Access to Information

PUBLIC DIRECTORY

<insert link>

Latest and greatest versions of:

- This presentation
- Employee Manual
- Core Company Policies
- Safety Procedures
- Business Procedures
- Forms
- Manager Toolkit

Q & A

PREVIEW