

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