

STAFF ORIENTATION - COMPANY PRODUCTS & ORGANIZATION

Below are links to writing samples of "**New Staff Orientation Materials for a Start-Up Company**", used to teach newly hired staff what services the company offers, and how the company is organized.

These are samples taken from new staff orientation materials researched, designed, written, piloted and implemented at a young start-up company called KEOS (King Enterprise Office Services) Inc. which has since grown tremendously.

At the time, the "main" company brochure (for which I wrote most of the copy) was printed on 2 sides, then folded into 4-panels. Each of the two printed sides is listed below (now long out of date), used with KEOS permission:

[The KEOS Inc. Main Company Brochure \(1995\) – Side 1](#)

[The KEOS Inc. Main Company Brochure \(1995\) – Side 2](#)

To orient newly hired staff as to what products and services KEOS offered – based on the company brochure – the following, **self-paced** training check-sheet was compiled:

[KEOS INFORMATION ISSUE OF 2 AUGUST 1996 -- THE KEOS STAFF INTRO CHECKSHEET](#)

The newly hired staff member follows the steps in the above study check-sheet, which takes the staff member through the sections of the company brochure (above) and the following "company orientation" issue:

[KEOS INFORMATION ISSUE OF 1 AUGUST 1996 -- AN INTRODUCTION TO KEOS](#)

When completed, the new staff member should have a strong reality and broad understanding of what KEOS offers to its customers, and what the different product & service lines are.

Here is the company's original basic level **Organizing Board** (now long out of date), used with their permission:

[The KEOS Inc. Organizing Board \(1996 "Sample Only" Version\)](#)

If you **click** on each of the company Divisions, you can view the seven (7) detailed Divisional Organizing Boards.

To orient newly hired staff as to how KEOS is organized – based on the company "Org Board" – the following, **self-paced** training check-sheet was compiled:

[KEOS INFORMATION ISSUE OF 2 SEPTEMBER 1996 -- THE BASIC KEOS ORGANIZING BOARD CHECKSHEET](#)

The newly hired staff member follows the steps in the above study check-sheet, which takes the staff member through the sections of the company – especially the Production Division (4) -- and the following "key" information issue:

[KEOS INFORMATION ISSUE OF 1 SEPTEMBER 1996 -- HOW KEOS IS ORGANIZED](#)

When completed, the new staff member should have a strong reality and general understanding of how KEOS is organized, and how the Production Division (4) is organized around the functions necessary to deliver the products and services that are covered on the brochure which the staff member just completed earlier.

The technique I employed to create the Seven (7) Division Organizing Board for KEOS, Inc., was based on methods I learned from reading the "Basics of Organization" articles in the "[Management Series Volumes](#)", which are part of the much larger **Organization Executive Course (OEC)**.

Arguably the most advanced organizational management course on the planet, this new technology is employed by many successful companies, such as Earthlink and Sterling Management.

I personally observed this method turn a struggling start-up (KEOS, Inc.) into the 3rd largest business in their class in the New York City area, and this was from applying only the most "basic" OEC techniques!

The **self-paced study check-sheets**, along with the order in which the orientation material was presented, was designed to make study easier for the student, with the key goals being UNDERSTANDING and COMPETENCE.

This approach is based on the methods found in the "**Hubbard Study Technology**" promoted by [Applied Scholastics International](#) since the 1970's.

Complete scholastic curriculums based upon this method are available from [Heron Books](#), and are being used as the sole teaching method at the internationally famous [Delphian School](#) (who graduated Sky Dayton, the founder of Earthlink) and the [Delphi Academy Network](#).

I first heard about this highly advanced, yet unbelievably simple-to-use study technology in 1978 while a Technical Manager at a start-up software company in New York City. Our technical staff not only had to keep up with constantly changing Information Technology breakthroughs, but were also expected to become fairly knowledgeable in all our clients' fields of business, to give our customer services a "competitive edge".

To say the least, this business approach (which proved very successful for the company), presented me with extreme training challenges as a Technical Manager.

I then took a course in this Study Technology in New York City. The results were quite dramatic. My study speed, ability to understand, and competence increased markedly. For a technical person, this is "heaven sent".

I then had my technical staff try it out, with uniformly positive results. I found that I was also able to apply this technology when researching and creating staff training materials to teach our people the knowledge of our clients, which in some cases was fairly technical in its own right (such as Municipal Bond Issue Analysis for Wall Street).

Back then the Study Tech materials were so new, that there were few if any books, just courses given in limited locations. Since the early 1990's, however, easy to follow books have been published for all age levels and educational backgrounds (and also available in many languages). More information on the newest Study Technology books and other materials available in support of this education method, is available at the following [web site](#):

<http://www.elearnaid.com/studyguides.html>

I have been employing this Study Technology in my professional life for over 25 years, originally as a manager charged with the task to train staff, later as an instructional designer, and of course for myself when learning new technologies and business knowledge on the job. This advanced, 21st Century technology is the best of the best!

END OF LINKS TO <u>STAFF ORIENTATION & SELF-PACED STUDY-WRITING SAMPLES</u>
