

# Employee Orientation

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## Project Goals

- Familiarize employees with the concept of service.
- Make service a natural part of their lives.
- Engage and motivate them.
- Forge a sense of teamwork among all employees across departments.
- Provide appropriate skills development through brainstorming, planning, and leadership opportunities.
- Meet genuine community needs.

## Process

### Gather Information

Community Service Committee members will telephone, e-mail, or meet for 15 minutes with team leaders and department reps to answer the following questions:

#### Questions for Team Leaders

- How much time do you want/have available to spend?
- How much time do you want your team to spend?
- Do you have a project you have always wanted to do?
- Is there a project you are already doing (or already plan to do) that we can help with?
- How much do you want the team to be involved in choosing the project?

#### Questions for Department Reps

What kinds of things are your employees interested in?

- What is the skill level of these employees?
- What is the commitment level of these employees?
- What type of project do you see as being successful for these employees (collection, activity, fundraising; see Resource notebook)?
- Can you recommend an employee who would be a good Community Service planner for your department?

## Set Up Team

The Committee will contact people recommended as department reps.

The Committee will pursue leads until all positions are filled.

## Community Service Committee

Explain the position's responsibilities: The department rep will help select, plan, and supervise his or her department's project. The life cycle of the project should cover about one month. The department rep will be assisted by the Community Service Committee, which will provide support, advice, ideas, connections to service agencies, and supplies as necessary. Some assistance and advice might also be provided by the team leader, depending on her interest and availability.

### Pre-Plan Project

Department reps will meet with the team leader, a Committee member, and other interested employees for one hour to decide the following:

- Team leaders and department reps can refer to the Resources notebook provided by the Committee for ideas.
- When will the project begin and end? (Projects will be staggered so that no two teams are doing projects at the same time.)
- When will the project be introduced to the employees?
- How much input will the employees have in the choice of the project?
- If no employee input, select a project.
- If some employee input, select a few projects to choose from or outline a brainstorming process.
- What tasks will be involved in carrying out the project? Who will do those tasks? (As much as possible, leave room for employees to participate in planning and carrying out these tasks.)
- How do we want to engage the skills development portion of this project? Avenues include reading books or articles about the population being helped, asking representatives of service organizations to come in to talk to the team, etc. For continuing enrichment, employees can keep a journal of progress, create a poster in the department, make periodic reports, update graphs and charts, etc.

### Carry Out Department Component

#### Meet with department

Department rep will arrange with the team leader for time (30 minutes?) in the department to introduce the project to the employees. Teams that will brainstorm to choose projects may need more time.

Format of this time is up to the department rep and the team leader but could include

- Pre-writing to allow employees to reflect on their experiences and ideas about populations in need
- Reading articles about a population in need or an inspirational story about someone who has made a difference (as in *Three Cups of Tea*)
- Bringing in a representative of a service organization who has had service experience

## Community Service Committee

The idea at this time is to engage and invest the employees in their project. Everyone can generate goals and objectives, and brainstorm about how to measure success.

Department rep will outline the parameters of the project:

- Timeline
- Project participation will be extended to all employees
- How much department time will be dedicated to this project

Department rep will lead discussion to decide:

- What kind of project do we want to do? (See “Activity Resource” for ideas.) What need do we want to address?
- What are the goals of this project? (list)
- What do we need to do to meet those goals? (list tasks)
- Who will perform these tasks? (assign)
- What materials will we need? (assign)
- When will the tasks be performed? (create schedule)
- How do we want to get other employees to participate? (challenge, develop a presentation, etc.)

Department rep will conclude with recap.

### Present to other departments

Department rep will consult with team leader about the best way to communicate with other employees. Team leader may bring up at next team leaders’ meeting, or may ask department rep to make the contact.

Method of presenting to the employees will depend on the project and the decisions made in the department meeting.

### Carry out project

Following the schedule set in the department meeting, the department rep will supervise the employees as they carry out the project.

Some tasks the employees may be doing include

- Gathering supplies
- Making posters to promote the project
- Tracking progress
- Making announcements to the entire company
- Attending and participating in project events, such as cleanups or work parties

## Community Service Committee

Department rep will communicate with team leader about any department time to be spent on project activities, and will consult with team leader about working with other departments.

### Celebrate and evaluate

Department rep will arrange with team leader (and possibly other team leaders) for a 30-minute concluding activity.

Employees can bring treats to share to celebrate success, or committee might be able to provide these. Department rep can lead informal discussion of results, what might be done better next time, and other projects for next year.