

# Company Policy

## *Mission Statement:*

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Have fun! Confidently go into the “Day at Work” with the ambition to surpass expected percentage rates and achieve it. Develop camaraderie with everyone in the organization.

## *Strategic Goals:*

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### ❖ *Vice President, Operations*

Structure the organization in order to have a successful “Day at Work”. Help managers solve conflicts that may occur during training sessions or with division members. Successfully handle crisis situations on the “Day at Work” in order to not disrupt performance of each division. Empower managers and division members so they can be motivated to perform above the expected percentage rates. Know each and every division manager and members by name and establish an acquaintanceship with them.

## *Tactical Goals:*

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### ❖ *Division Managers: Hardware – Software – Matrix*

Produce training schedule and manage training sessions. Train and prepare division members for the “Day at Work”. Formulate techniques, which the division is to follow to effectively and efficiently produce above the expected percentage results. Communicate on a regular basis with VP, Operations and submit *weekly* progress reports. Most importantly, guide and encourage division members and develop a way to HAVE FUN in the process. Know each and every division manager and members by name and establish an acquaintanceship with them.

## *Operational Goals:*

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### ❖ *Hardware Division:*

Accurately produce two pictures with one hundred percent (100%) completion in order to obtain full points. Follow all rules and regulations given. Be prepared to be moved to a different division by being familiar with the other division’s techniques. Know each and every division manager and members by name and establish an acquaintanceship with them.

### ❖ *Software Division:*

Solve at least eight out of twelve mind puzzles with eighty-five percent (85%) completion to obtain full points. Keep in mind that once you turn in a puzzle you cannot repeat it if it is wrong. Be prepared to move to a different division by being familiar with the other division’s techniques. Know each and every division manager and members by name and establish an acquaintanceship with them.

❖ ***Matrix Division:***

Complete a thousand (1000) piece jigsaw puzzle with thirty percent (30%) completion or more to obtain full points. Be prepared to be moved to a different division by being familiar with the other division's techniques. Know each and every division manager and members by name and establish and acquaintanceship with them.

***Training Session:***

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Division members must attend all training sessions.

If a division member cannot attend a training session, that division member is responsible for contacting their division manger and must have a legitimate reason for missing a training session. Failure to attend a training session and/or failure to contact the division manger will be reported in division progress reports. Any problems encountered during training sessions should be reported immediately to the division manger or if the problem is with the division manger it should be reported directly to the VP, Operations. The sooner the problem is reported, the sooner it can be looked into and solved. Remember, training sessions are so we can be as prepared as possible so we can have a successful "Day at Work". But one of the most important things to remember is to *HAVE FUN!*

Making this project as fun as possible will help overcome any anxieties and will enable everyone to be in top shape for the "Day at Work". Each division member is responsible for attending at least one training session for each of the other divisions and be familiar with each division's techniques. For example, each division member must be familiar with the Software Division's code for drawing strokes. This will help members to be able to work efficiently and effectively if they must be moved to a different division on the "Day at Work".

***"Day at Work"***

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Division members should be thoroughly trained and confident that their division will surpass expected percentage rates. Division members should be prepared to be moved to a different division if a crisis situation calls for it. If a division member should be moved to a different division he/she should know how each division works and should produce like any other member of that division. Progress will be charted every quarter. There will be five quarters each being fifteen (15) minutes. VP will be allowed to see charted progress and will pass on information to division managers in order for them to motivate division members to effectively produce.

If training sessions were successful then everyone's anxieties should be calmed and be totally focused on achieving operational goals. Remember that while this might count for a grade, it is a learning experience and everyone should . . . HAVE FUN!