

APTD Onboarding Storyboard

This is the vision for this for the slides.

Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
1.1	Employee Onboarding (Main Slide)	Overview New Employee Onboarding • Circles ○ Employee Information ○ First Day ○ Policies ○ Tours ○ Introductions ○ Closing • Button ○ Exit Text • Title & Main Image ○ Font: Arial ○ Size: 35.5 ○ Color: White • Oval ○ Font: Arial ○ Size: 28.5 ○ Color: Black	Background • Image of office Circles (oval) • Green • Lilac • Peach • Pale Orange • Blue • Purple Button • White with black border Main Image: • Circle with 6 ovals	All ovals return to this slide. Oval • 1.2 First Day • 1.3 Policies • 1.4 Tours • 1.5 Intros • 1.6 Closing Voice-Over: • Welcome_vo Audio •

Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
2.1.	Introduce Self	Title - Please introduce yourself. Fields text - Please tell me your name: - Choose Your Department: Variable Textbox - Enter your name here - Choose your department (dropdown) Department dropdown - Customer Service Retention (CSR) - Human Resources (HR) - Information Technology (IT) - Learning & Development (L&D) - Marketing (Mkt) - Project Management (PM)	Title Font: Arial Size: 35.5 Color: White Fields Text Font: Arial Size: 24 Color: White Variable Textbox Font: Arial Narrow Size: 20 Text Color: Black Box Color: Off White Button Font: Open Sans (Body) Size: 25 Color: Black Background Color: Light Grey with black border	Variable - Emp_name - Manager: based on choice Manager set based on choice of department - CSR: Sheila - HR: Michelle - IT: Yosef - L&D: Jaime - Mkt: Stephanie - PM: JJ Voice-Over - Intro_vo Button Next: 2.2 Work Information

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2.2	Work Information	Initial Text Hey there! We are so glad to have you as an employee here at A Personal Touch Designs. Second Text Let's take a look at where you are going to be working. Last Text Hello <emp_name>! I see that you are scheduled to start next Monday and your manager is <manager>. I also see that your are going to work in our <emp_dept> Department. You can start some of your on-boarding today. Please check out the First Day Activities.	Image: - Office space - Lola Character (2 poses) Text: - Font: Arial - Size:35.5 - Color: White Message Box - Background: Light Grey Variables - Employee Name - Manager Name Button: - Font: Open Sans (Body) - Size: 25 - Color Text: Black - Background Color: Light Grey with black border	Image: - Lola: hands up and open (initial text) - Lola: pointing to book (second and last text) Button - Return: 1.1 Onboarding Voice-Over - Intro_vo

Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
3.1	First Day	Title • First Day Information Board Text • HR Meeting • Tour • Technology • Meet other manager • Lunch with team	Image • Image of Office space • Lola holding a board Title • Font: Arial • Size 35.5 • Color: White Board Text • Font: Arial • Size: 20 • Color: Black	Voice-Over • Firstday_vo Button • Return: 1.1 Onboarding

Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
4.1	Policies	Title • Policies Bubble Text • Dress Code • Work Hours/Working from Home • Time Off/Leave • Breaks and Lunch • Building Access • Personal Phone Calls • Security • Performance Reviews • Signing Employment Documents	Image • Image of Office space • Large Off-White bubble Title • Font: Arial • Size 35.5 • Color: White Board Text • Font: Arial • Size: 24 • Color: Black Button • Font: Open Sans (Body) • Size: 25 • Color: Black • Button Color: Light Grey with black border, Bold	Text appears when shows up based on speaking on voice-over Voice-Over • policy_vo Button • Return: 1.1 Onboarding

Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
5.1	Tour	Title • Font: Arial • Size 35.5 • Color: Black 8 Markers • Entrance ◦ Welcome to your new job! • Executive Team ◦ Looking for the organization's leaders. The CEO, COO, CFO and some of the important heads of departments can be found here. • Marketing Dept ◦ The marketing team will pow-wow here. • Human Resource Dept ◦ This is where the HR team reside. Go to them for all your HR needs. • Information Technology Dept ◦ Here is the IT team. Talk with them to get new technology and before changing settings on your workstation. • Learning & Development Dept	Image: • Image of sections of a 3D building Marker • Title Font: Open Sans (Headings) • Title Size: 13.5 • Description Font: Open Sans (Body) • Description Size: 11	8 Markers • Entrance • Executive Team • Marketing Dept • Human Resource Dept • Information Technology Dept • Learning & Development Dept • Kitchen Button Return: 1.1 Onboarding

		○ This is where the Instructional/e-Learning development and Audio/Visual teams reside. ● Kitchen ○ Welcome to the kitchen. Please feel free to share snacks, non-alcoholic drinks, and refrigerate your lunch. There is even a microwave.		
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Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
6.1	Managers	Title Click on each person to see their role in the company Button Return Hover over • Sheila ○ Sheila ○ Customer Service Retention Manager • Michelle ○ Michelle ○ Human Resource Manager • Yosef ○ Yosef ○ Information Technology Manager • Jamie ○ Jamie ○ Learning and Development Manager • Stephanie ○ Stephanie ○ Marketing Manager • JJ ○ JJ ○ Project Management Manager Click	Image • Image of Office space • Medium Off-White bubble • Large Off-White bubble • 6 images (1 for each manager) Title • Font: Arial • Size 35.5 • Color: White Medium bubble 3 rows x 2 columns Image Border: black Image Size: 115px x 133 px Button • Font: Open Sans (Body) • Size: 25 • Color: Black • Button Color: Light Grey with black border, Bold Hover (all) ○ Font: Open Sans ○ Title Size: 32 ○ Department Size: 24 ○ Text Color: Black	Manager Department • CSR: Sheila • HR: Michelle • IT: Yosef • L&D: Jamie • Mkt: Stephanie • PM: JJ Voice-Over enter scene Voice-Over on click of manager image CSR: Sheila HR Michelle IT Yosef L&D Jamie Marketing Stephanie Project Management JJ On Each image • Hover ○ image change ○ Display Manager name and Department • Click ○ Image change ○ Name ○ Department Title Manager ○ Verbiage about their position.

		• Sheila ○ Sheila ○ Customer Service Retention Manager ○ Supports the customers who have purchased or are considering purchasing products. Also handles all complaints and successes the customers may have. • Michelle ○ Michelle ○ Human Resource Manager ○ Supports the business to deliver people-related processes, vision and strategy across the company and responsible for all HR activities such as compensation, compliance, hiring and dismissal of employees, and benefits. • Yosef ○ Yosef ○ Information Technology Manager ○ Responsible for planning, directing and overseeing activities with company's computers, coordinates	Click (all) ○ Font: Open Sans ○ Title Size: 32 ○ Department Size: 24 ○ Job Description Size: 20 ○ Text Color: Black	
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		the hardware, software, and network that the company uses. • Jamie ○ Jamie ○ Learning and Development Manager ○ Responsible for the creation and delivery of training programs, assist in the organization's success, by developing and coaching its people. • Stephanie ○ Stephanie ○ Marketing Manager ○ Responsible for overseeing all marketing campaigns and coordinating with the company teams to produce effective strategies. • JJ ○ JJ ○ Project Management Manager ○ Responsible for overseeing all components of projects from conception, development, testing, and implementation.		
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Slide #	Slide Title	On-Screen Text	Visual Notes	Programming Notes
7.1	Closing	Thanks <emp_name> for taking time to review this Pre-Onboarding microlearning. Do not hesitate to reach out if you have questions to your manager, <manager>. I look forward to seeing you soon here at A Personal Touch Design.	Image: - Office space - Lola Character Text: - Font: Arial - Size:35.5 - Color: White Variables - Employee Name - Manager Name Button: - Font: Open Sans (Body) - Size: 25 - Color Text: Black - Background Color: Grey with black border Voice-Over Intro_vo	Button - Return: 1.1 Onboarding - Exit: Close module Variable - Emp_name - manager Voice-Over - Exit_vo Audio - Creative Minds (Bensounds)