Project Title: Office Manual Project

Project Category: Company Contribution

Objective: Create or update a clear, accessible, and student-friendly office manual for your Work Study placement site. The goal is to help future student workers understand expectations, tools, procedures, and the work culture in a professional and polished format.

Step-by-Step Instructions:

Step 1: Gather Information - Interview your supervisor or a colleague about the key responsibilities of your role. - Ask about company policies, technology tools, communication norms, and helpful tips. - Take notes on the following categories: - Dress code - Office hours and arrival expectations - Common tasks and how to complete them - Key software/tools used and login processes - Professional etiquette (email, phone, meetings) - Who to go to for help

Step 2: Draft Sections Organize your notes into clear sections. Suggested structure: 1. **Welcome Message** – Brief intro to the company and department. 2. **Workplace Expectations** – Dress code, hours, breaks, communication style. 3. **Your Role** – Day-to-day responsibilities, recurring tasks, tips for success. 4. **Tools and Tech** – How to log in and use programs, printing, file storage. 5. **Professional Etiquette** – Email writing, asking for help, phone answering. 6. **Meet the Team** – A short intro or org chart with names and titles. 7. **FAQs & Advice** – Common mistakes to avoid and advice from you.

Step 3: Format and Design - Use headers and bullet points for easy reading. - Keep language clear and professional. - Include images or screenshots if helpful (ex: logging into software). - Aim for a length of 3–5 pages total.

Step 4: Review with Supervisor - Schedule time to review your draft with your supervisor. - Make any suggested edits or additions.

Step 5: Submit Final Version - Save your final manual as a PDF or shared Google Doc. - Submit a copy to your Work Study Office or upload it to your shared folder.

Deliverables: - Final Office Manual (PDF or Google Doc) - Optional: Reflection paragraph about what you learned while creating it.

Estimated Timeline: 2–3 weeks (can be done in stages during slower office periods)

Skills Practiced: - Organization - Professional communication - Writing and formatting - Initiative and follow-through