

HOM Training

Module 1 | Internal Communications

Module 1 Overview:

- Internal Communications Set Up
 - Email
 - Slack
 - Asana
- Google Drive
 - Structure and Functionality
- HOM Email
 - Inbox Structure
 - Email Signature
- Employee Device Setup
 - Computer Applications
 - Phone Applications
- Calendar
- Employee Etiquette
 - Email Use
 - Workplace Etiquette
 - Client Relations

Internal Communications Set Up

- Login to HOM email and change password (write down your new PW!)
- Open Slack Invitation (must be accessed via your HOM email)
Slack is a software we use to communicate with all HOMies internally via channels that correspond to each client and relative topics.
 - Add Profile Picture
 - Set up account
 - Watch Training Video: [Slack Hacks](#)
- Open Asana Invitation (must be accessed via your HOM email)
Asana is a task management software we use to organize the magic! Here you'll be able to review and prioritize your current tasks assigned by management.
 - Add Profile Picture
 - Set up account
 - ***In Person Training with Emily and Brianne***

Google Drive


- [Access Google Drive](#) - Understanding the file structure is the *most crucial aspect* of how we remain organized and where you will find all of our internal documents and client materials. We maintain a specific file structure so we can make sure everyone who will be collaborating on a particular project or account has access.

All information & creative assets that we create on behalf of the clients are organized in a way that is easily accessible by all necessary team members.

A similar organizational structure appears within other applications and tools we use.

- Read the  [Google Drive Instructions - HOM Training 2022.pdf](#)

HOM Email Setup

- Set up Inbox Labels for each client
 - Create a “new label” for each client. This will be helpful to sort emails as they are addressed. Only sort items as they are responded to and completed. The goal is that your inbox will only have outstanding items or items in progress remaining.
 - Watch Training Video: [HOM Inbox Management](#)
- Use the email signature template to create your own email signature and follow the instructions to add it to your HOM email signature.
 - Read the  [Email Signature Template Instructions - 2022.pdf](#)
 - Access the [Email Signature Template Working File](#)


Employee Devices Setup

- [Computer Applications](#)
 - Slack
 - Asana
 - Google Drive
 - Adobe Creative Cloud + Applications: Illustrator, Photoshop, Lightroom, Premiere Pro, etc.
- [Cell-Phone Applications](#)
 - Find the complete checklist here:
 - [Employee Mobile Device Setup.pdf](#)

Calendar

- Sending Calendar invites to clients
 - Each time you add an event into the calendar, it must have the correct date, time, time zone, and location.
 - Be sure to clearly include the conference line information, including phone number and PIN.
 - Ensure that you are sending the correct video meeting link. Whether that be Google Meet or Zoom.
- Watch Training Video: [Google Calendar](#)

Employee Etiquette

- Read through the  Employee Etiquette - HOM Training 2022.pdf
- Learn about the basics of Email Use, Workplace Etiquette, Client Relations

Success! You've now completed Module 1 + Onboarding.