

Your Free Training Manual

Congratulations!

If you're thinking about rolling up your sleeves to clean up your business processes, you and I are on the same page. It's never too late to get started with documenting the instructions for your most essential workplace tasks. As you progressively build up your staff training and accountability resources, you will be able to create a folder of easy-to-follow steps for every position in your business. With records like this you will:

- ✓ Eliminate confusion around what a good job looks like
- ✓ Establish accountability for what needs to be done, when, and by whom
- ✓ Stop the conflict, arguments and debate over how tasks should be performed
- ✓ Ensure essential workplace tasks are performed even when team members are absent
- ✓ Facilitate excellent workplace performance that you can consistently reward

Once you activate these shifts in your daily business operations, you will see that:

- ✓ The time required for staff training is reduced by half
- ✓ Workplace productivity increases by at least 20%
- ✓ Workplace accuracy and task completion rates will skyrocket to at least 90% every day

We've found that there is a special magic to making these types of videos, and this is easy to learn. Following are some handy resources for you to make a video that sets everyone up for success. Once you've recorded your video, you leave the rest to us!

Here's how it works:

1. Follow these steps below to prepare your Instruction Video
2. Upload that Instruction Video to YouTube or share it to us online (through Google Drive, Dropbox, WeTransfer etc)
3. Complete the Video Submission Form found [here](#)
4. Email that completed Video Submission form through to info@operationverve.com
5. Finalise the payment of the invoice to enable us to get started

After that we will only need one work day to complete your Task Instruction Manual. Then we will get it back to you so you can roll it out to your team at work. That's it! Nothing more to it!

You could Contact Us today for more info if you like, but if you're ready, you can simply get started. You could have your first instruction manual the next day you go to work!!

Happy Recording!



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Top 10 Video Production Tips

1. Ensure the video is made at a high enough resolution that screenshots taken from the recording will be clearly visible in the written manual.
2. Introduce the video with a spoken description of the process e.g. "This video shows the steps to order this specific item".
3. If required: Follow this intro by saying any extra information to contextualise or differentiate this process from another e.g. "This is only for orders from this supplier" or "We do this process on the first Monday of every month".
4. Start the steps of the video at the very beginning of the process: From the point of login, or the first tab to open, the first folder to open etc.
5. Describe out loud what each step is about and why it is being done e.g. "Click on this tab to open the list of suppliers" or "Entering information into this field will populate this part of the website page".
6. Make sure the spoken descriptions are kept to an absolute minimum and match the actions on the screen exactly.
7. Use the mouse to circle important cues or information on the screen e.g. a specific tab, field, or icon etc.
8. Go slowly! The person using the video to create written instructions will be pausing the video at each step to type the words and capture relevant screenshots.
9. To end the video, summarise what a successful process outcome would look like e.g. "The confirmation screen shows you the order has been submitted successfully. There will also be an invoice emailed to accounts payable in the next few minutes".
10. Create a separate video for each chunk of a more complex task. E.g. one video for creating the invoice followed by a separate video for emailing the invoice.



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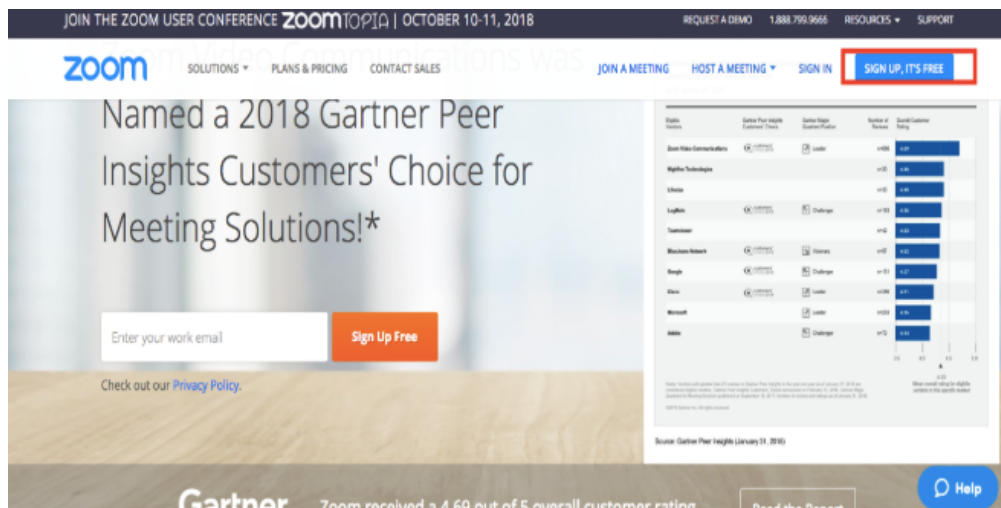
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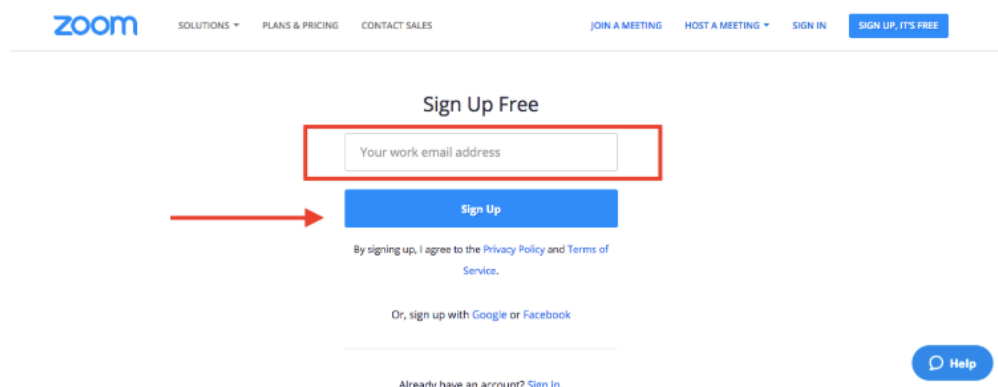
How to sign up an account in Zoom

If you don't have an account yet you need to Sign Up and set up a personal account. Follow instructions below:

1. In your browser go to <https://zoom.us/>
2. Click on “Sign Up It's Free” button at the top right of the screen



3. Enter your work email address and hit Sign up



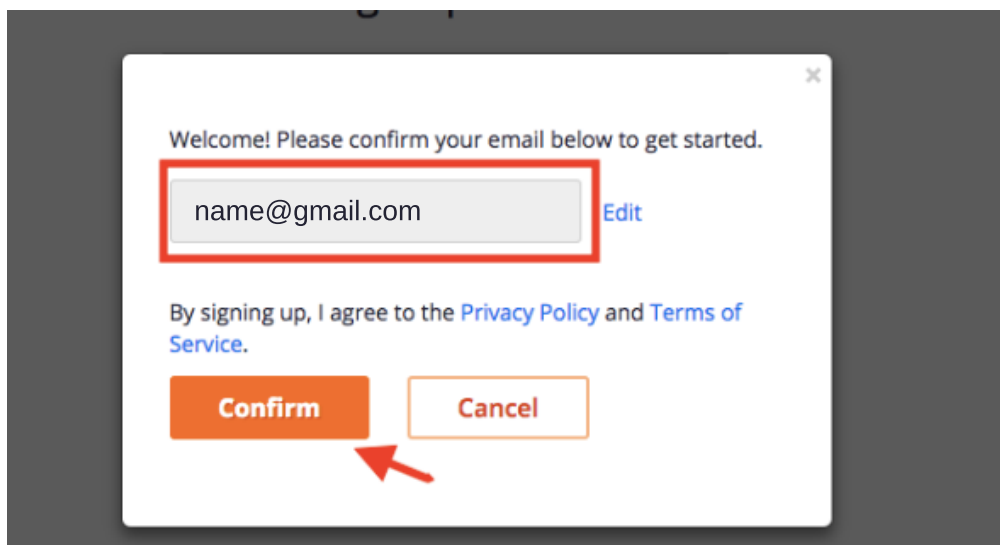
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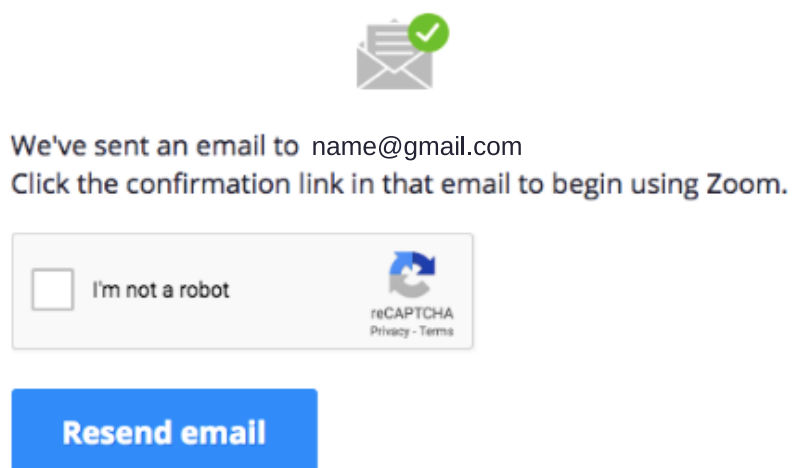
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4. Review the email address you just entered and hit “Confirm”

A screenshot of a web browser showing a confirmation dialog box. The dialog box has a title bar with a close button (X). The main text reads: "Welcome! Please confirm your email below to get started." Below this is a text input field containing "name@gmail.com", which is highlighted with a red rectangular border. To the right of the input field is a blue "Edit" link. Below the input field, there is a line of text: "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)." At the bottom of the dialog box are two buttons: an orange "Confirm" button and a white "Cancel" button with an orange border. A red arrow points to the "Confirm" button.

5. It will then show that they sent you a confirmation link to your email

A screenshot of a web browser showing a confirmation screen. At the top, there is a green checkmark icon next to an envelope icon. Below this, the text reads: "We've sent an email to name@gmail.com" and "Click the confirmation link in that email to begin using Zoom." Below the text is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. Below the reCAPTCHA widget is a blue button labeled "Resend email".

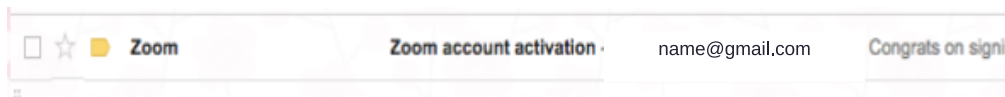
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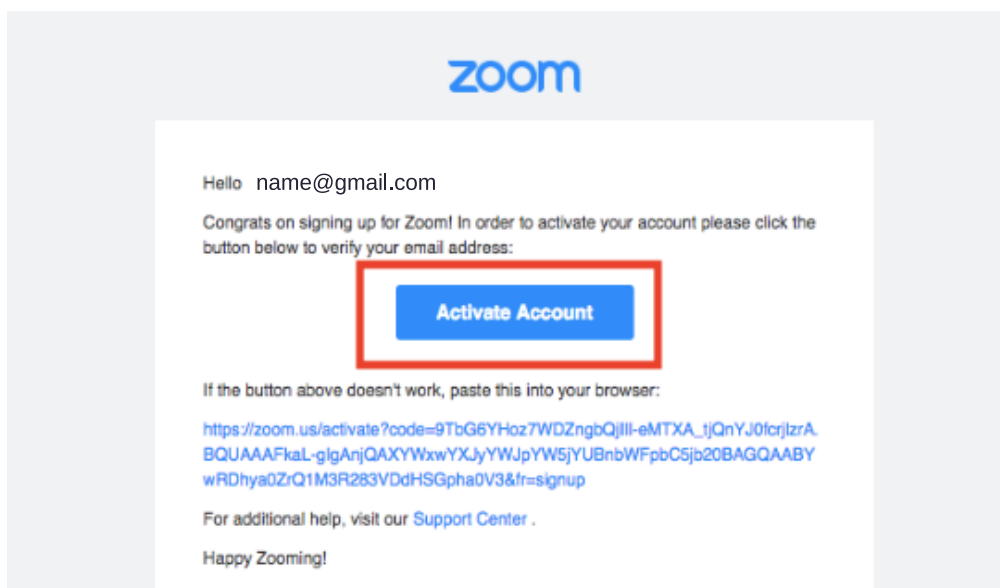
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6. Check your email to confirm



7. Click the confirmation link and for you to begin using Zoom, then click on “Activate your account”



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8. It will then get you through the main website, where it asks you to enter your name and password, Fill it up and Hit “Continue”

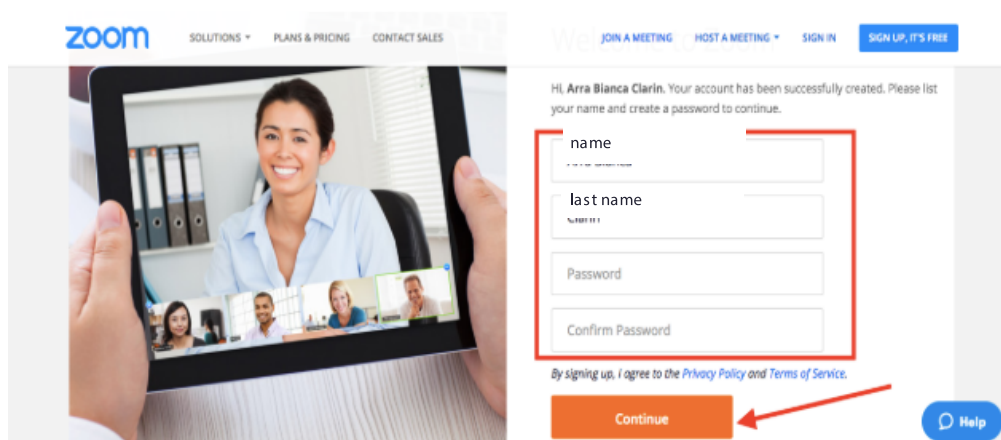
Note: Password must:

*Have at least 6 characters

Password must NOT:

*Contain only one character (111111 or aaaaaa)

*Contain only consecutive characters (123456 or abcdef)



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JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Hi, Arra Blanca Clarin. Your account has been successfully created. Please list your name and create a password to continue.

name

last name

Password

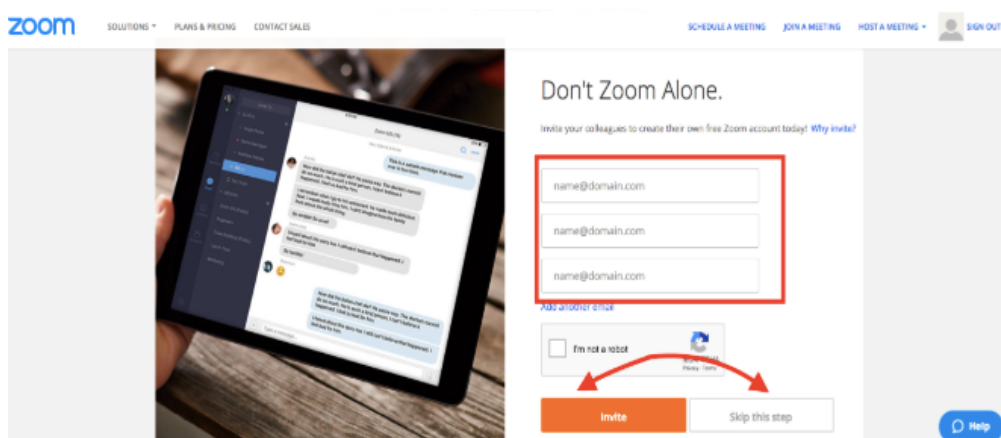
Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Help

9. You can invite friends to use zoom by entering their emails, or you can do this later and hit “Skip”. And now you have been successfully signed up.



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[You already invite](#)

☐ I'm not a robot

Invite Skip this step

Help



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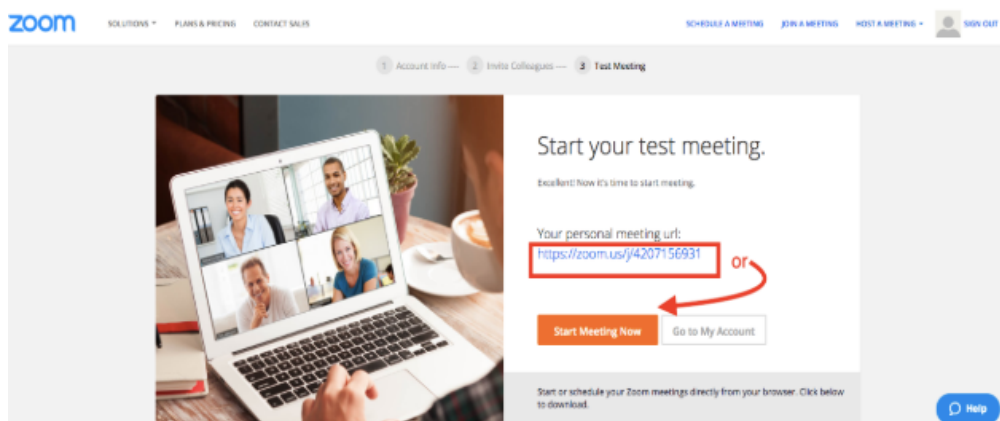


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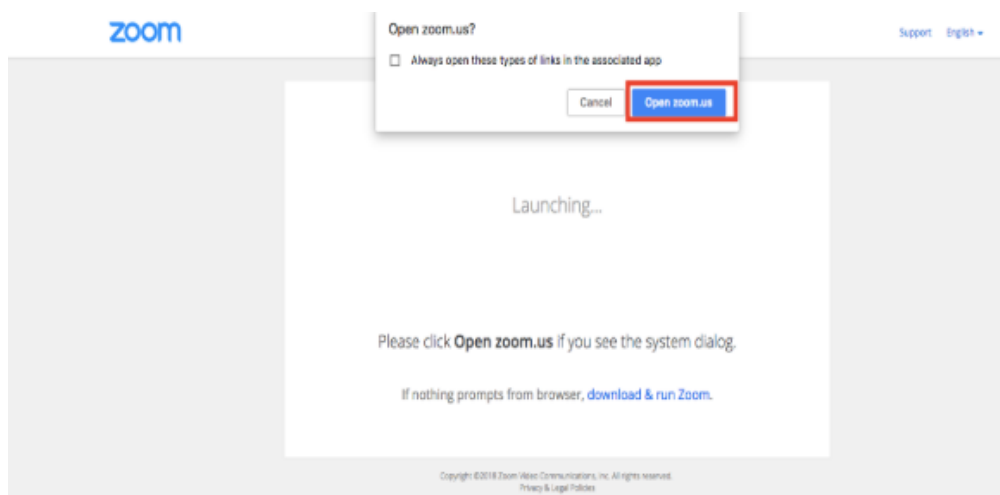
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How To Set Up A Meeting In Zoom

1. You can test a Meeting by clicking either in the meeting link provided or by clicking the “Start Meeting Now”.



2. It will then launch, just click on “open zoom.us”



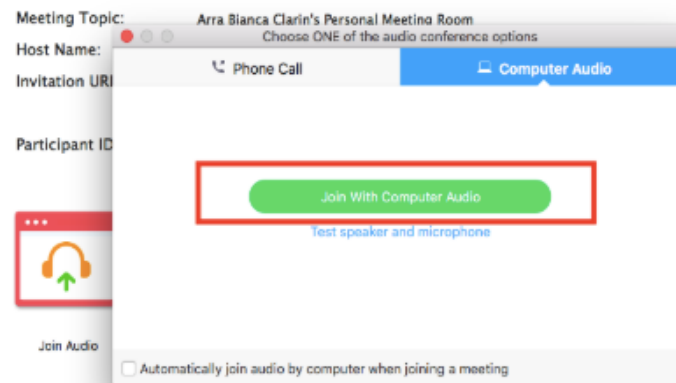
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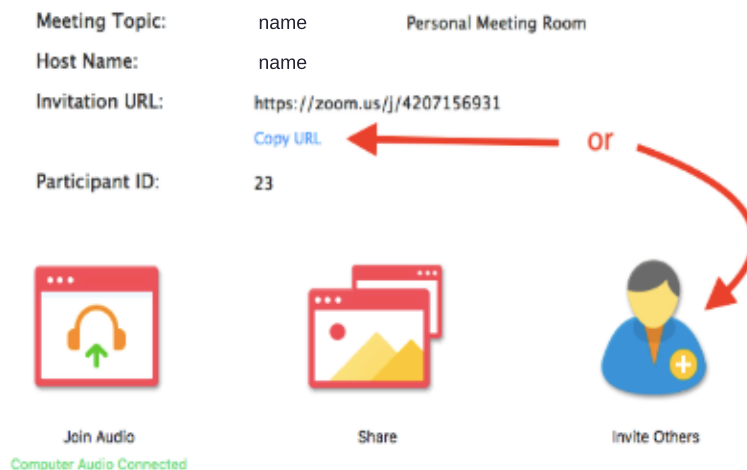
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3. You can then choose whether you want to have a meeting via Phone Or via computer. This time i will choose “Join with computer audio”



4. Now you can copy the meeting URL or Invite others by sending them directly the link on their desired email address



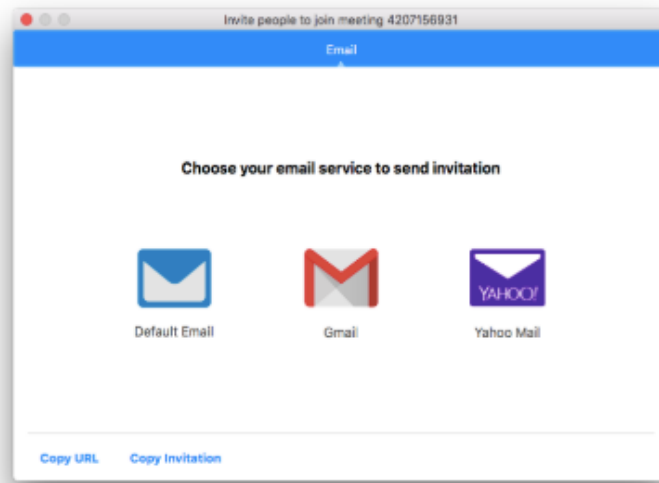
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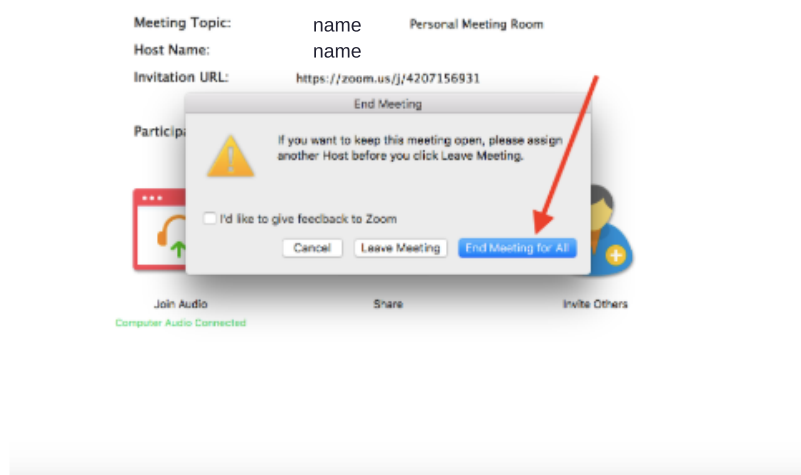
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5. These are the options on sending them directly the link via email, either via default email, gmail, and yahoo mail.



6. After the meeting you can simply click on the “end meeting” at the lower right to end the conversation and you are done.



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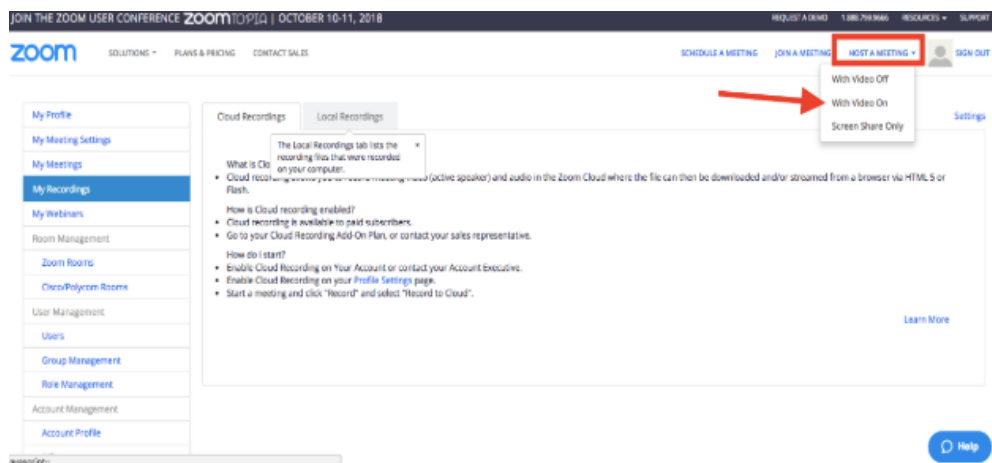
How To Record Your Screen Using Zoom

1. Go to <https://zoom.us/signin>

2. Log in to your registered account and enter your username and password - click sign in



3. Choose "Host a Meeting" from the website home dashboard and click on "With video on"



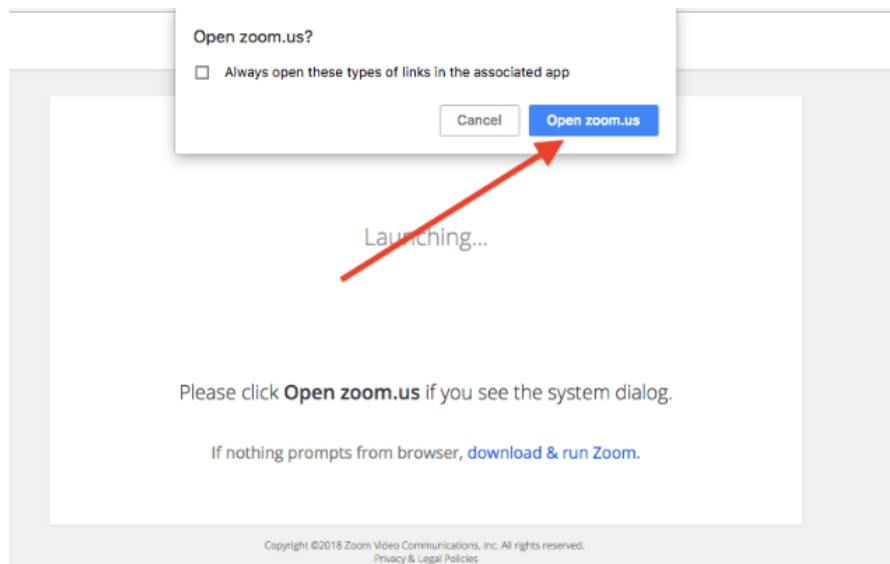
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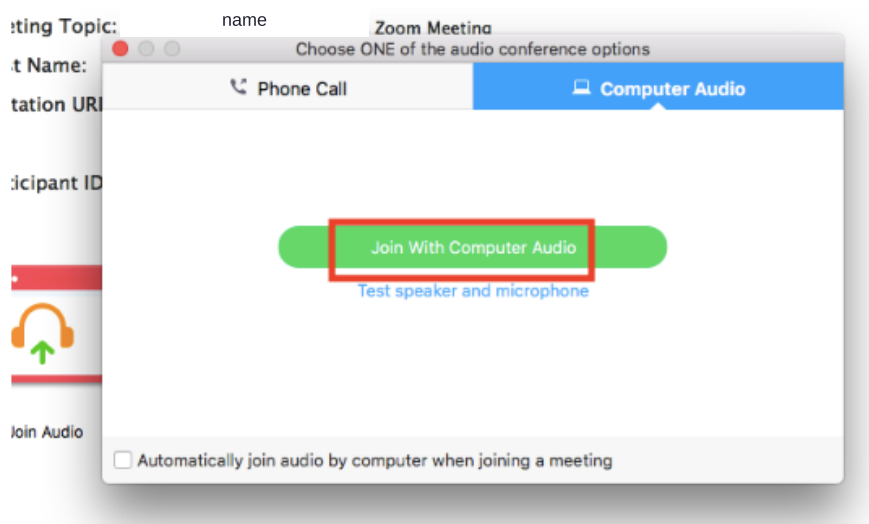
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4. Click and choose “Open zoom.us”



5. Next, click on “Join with computer audio”



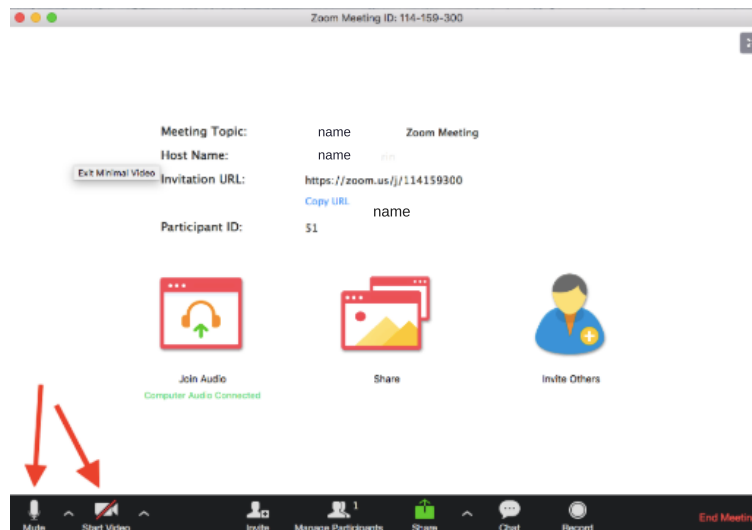
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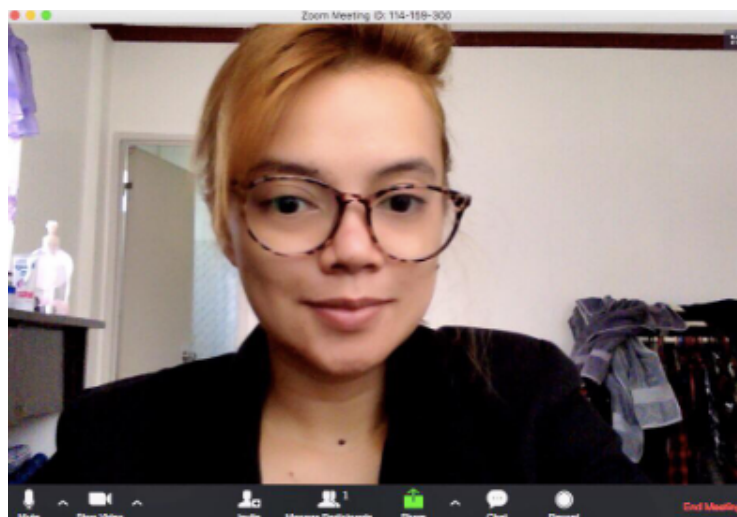
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6. You can click on “Start Using Video” to start sharing video of yourself and make sure the microphone is not set to mute



7. Adjust your desktop video and centered yourself into it



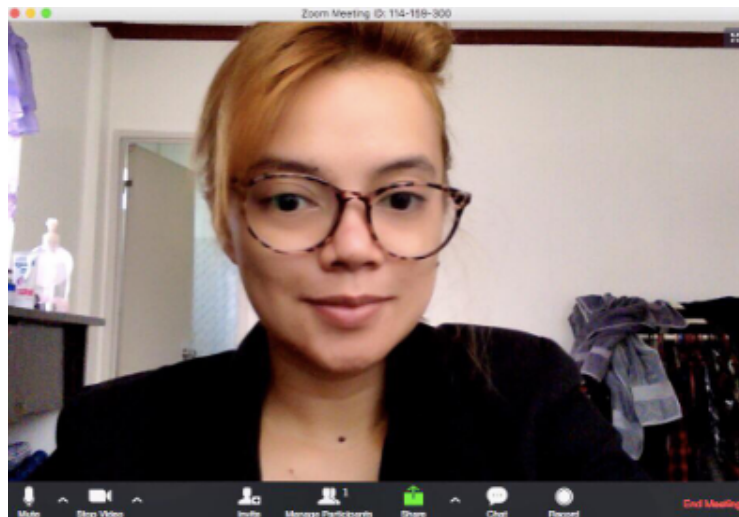
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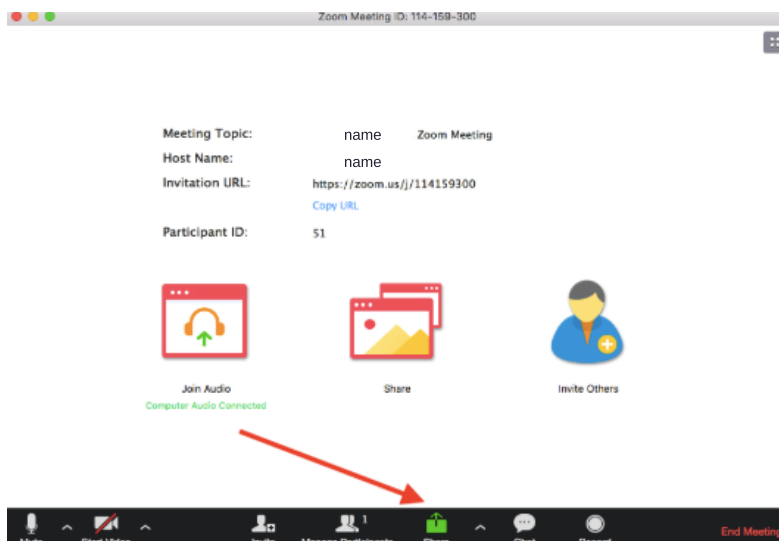
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8. If you're not comfortable with sharing your video you can just simply click on "Stop the video" to share your screen only.



9. To start sharing your screen just click on the "Share" icon



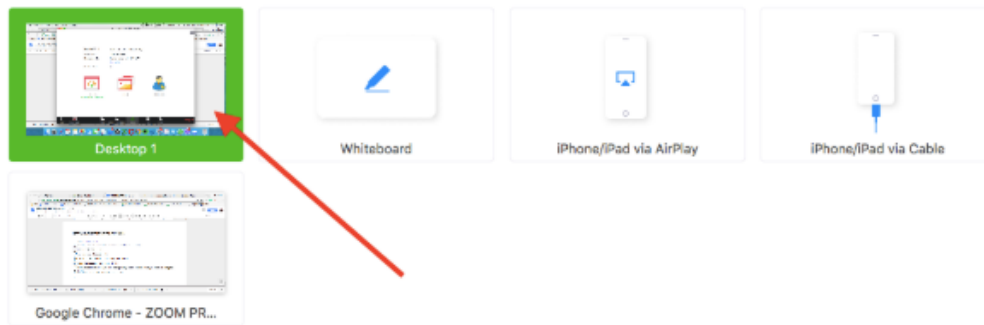
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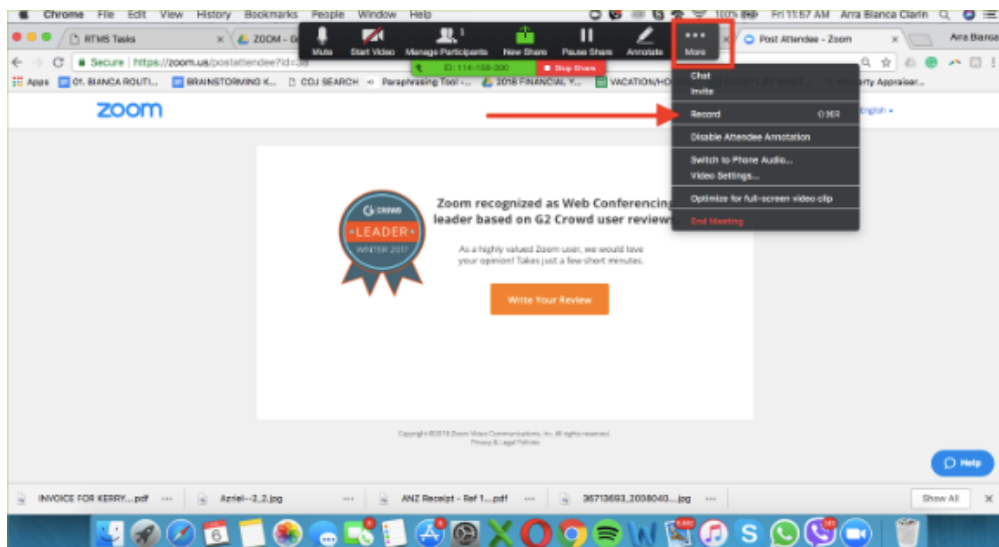
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10. And Choose “Desktop 1”



11. After sharing your screen click on “More” at the upper right side and choose “Record” and start recording your screen and talk



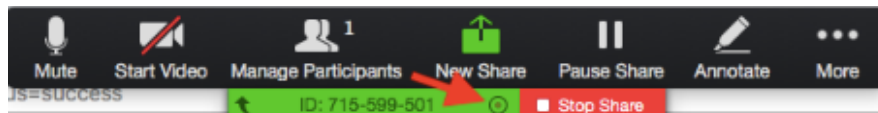
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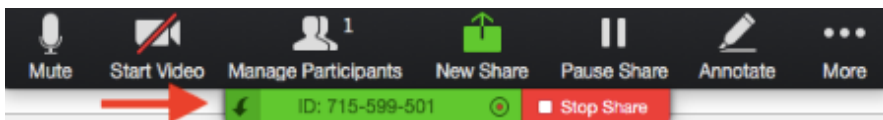
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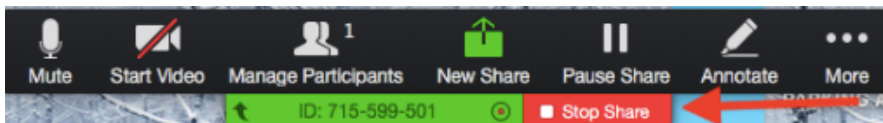
12. You can see the red circle moving once the recording started



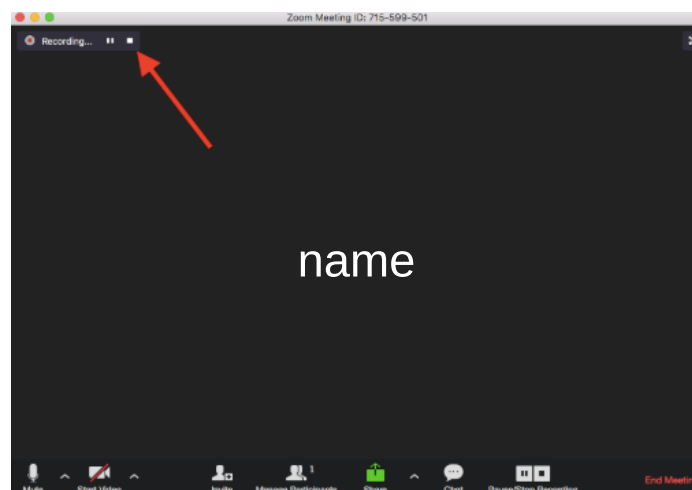
13. You have the option as well to move the recording setup at the bottom of your screen or at the top by clicking the arrow as shown below



14. When your done with your recording you will just simply click on “Stop Sharing”



15. And then pause the recording by clicking the small pause icon as shown below



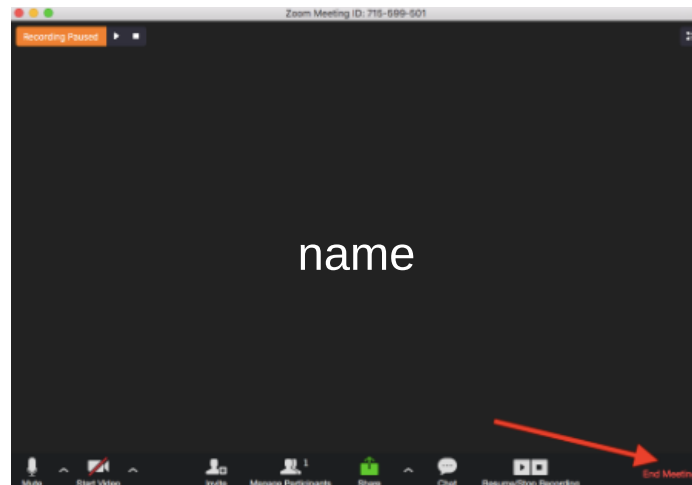
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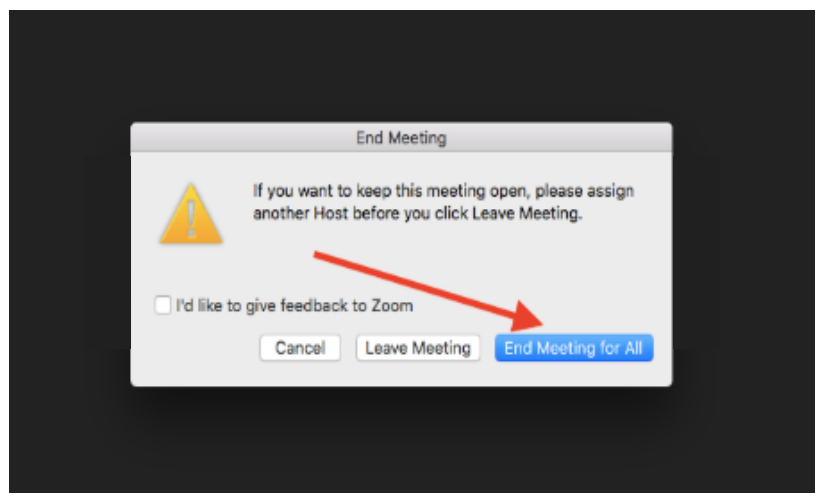
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16. Now you can click on the “End Meeting” to finalize on ending your recording



17. And choose “End Meeting For All” Contact



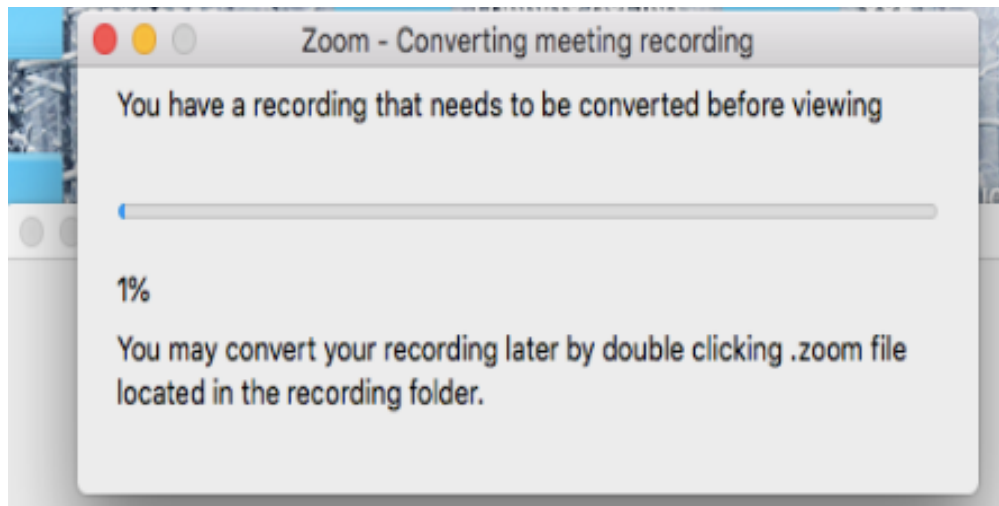
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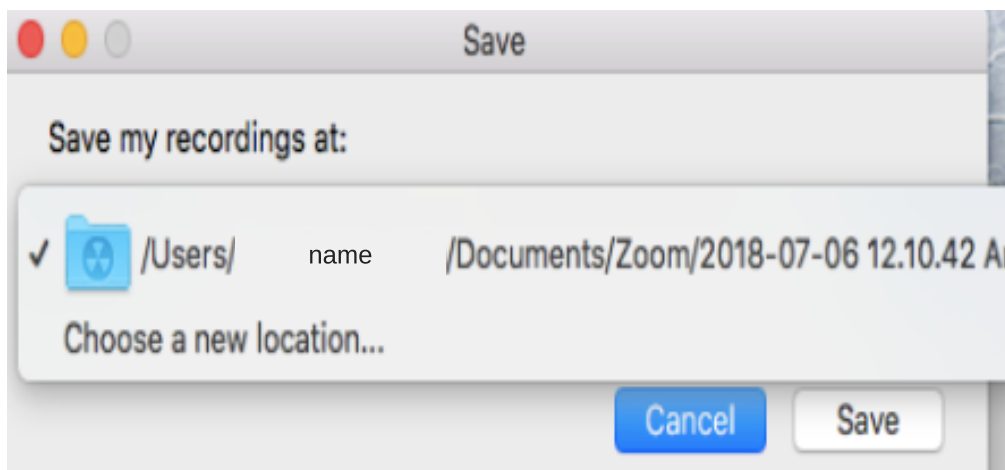
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18. Zoom will then automatically convert the meeting to recording as shown below



19. You can now finally save the recording or enter a new location of which folder in your desktop you want the video recording to be saved, and you are done.



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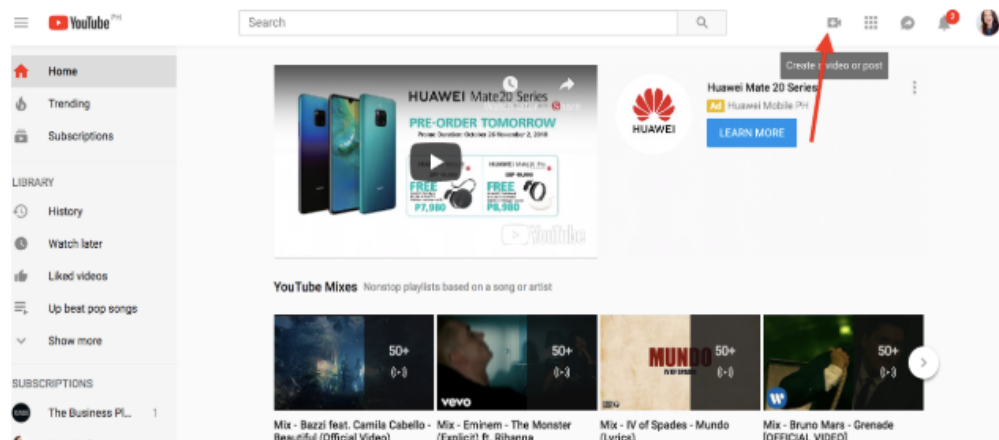


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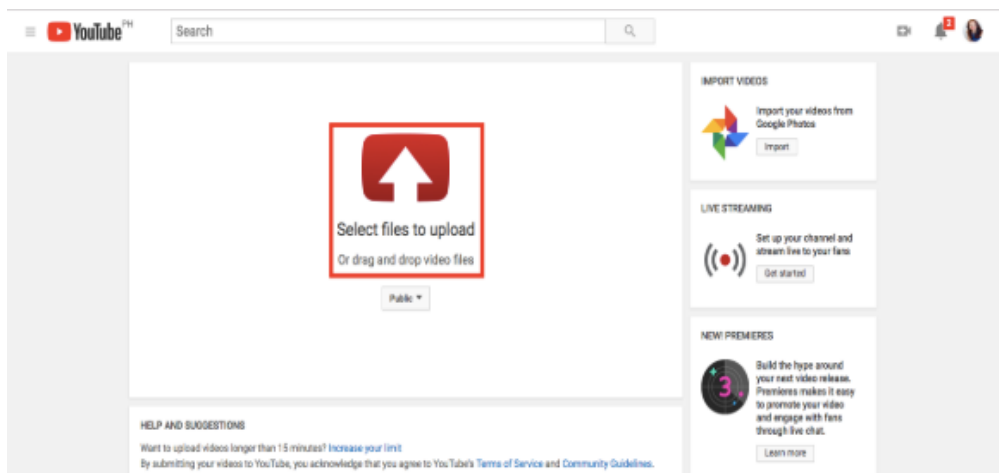
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How To Upload Videos In YouTube

1. In your browser, open www.youtube.com and login to your personal YouTube account
2. After log-in click on the video icon on the upper right of the screen to upload a video - and choose “upload a video”



3. Next click on the red up arrow icon and select the file from your desktop of the video that you wanted to upload



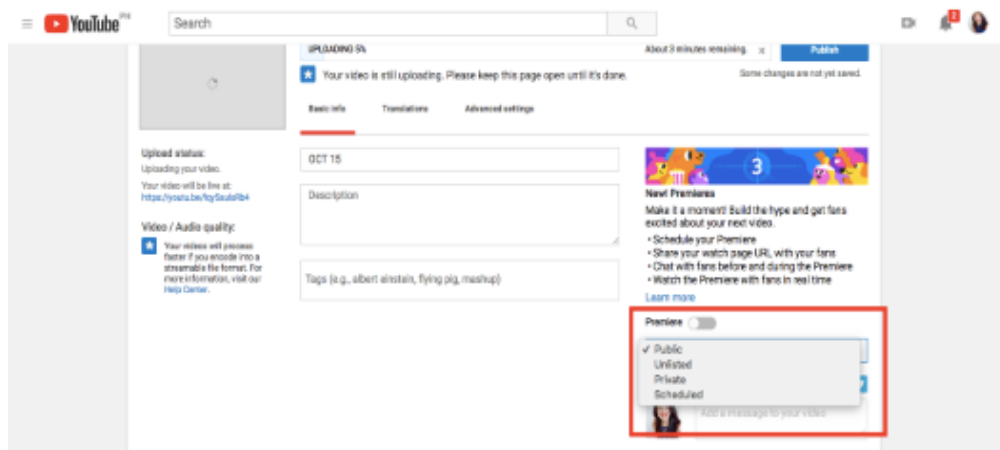
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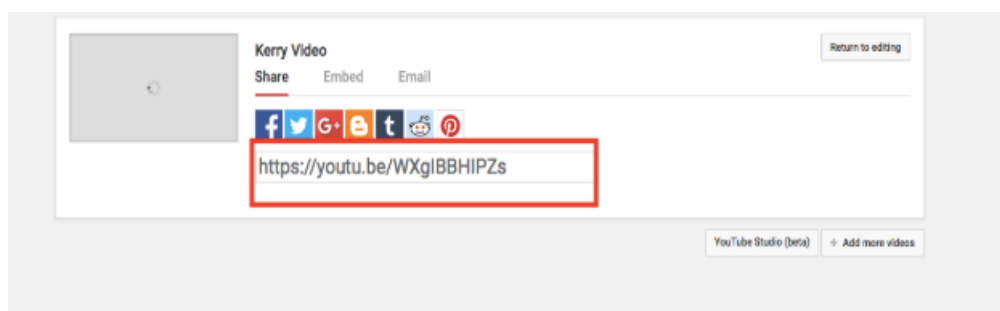
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4. Wait for the video to be successfully uploaded, while waiting you can change the privacy of your video - if you wanted it to be unlisted, public, private or schedule - by clicking the option as shown below:



5. Now you can then hit done, and publish the video. Copy and paste the URL to open your uploaded video in another tab of your browser to test it, then you are done



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