



### ***About Us***

RevelTek is a Technology Consulting Company that offers wide variety of international services. We provide employment for anyone around the world with a heavy focus on Asia & Eastern Europe, currently. We are a professional Business Development Agency, making the most exclusive service for business such as **IT Consulting, Creative Ideas, Business Strategies, Productivity, Team Management,** and we also do a **Financial Planning.**



## **Table of Contents**

- What we do?
  - Who we are?
  - Who our customers are?
- How to Join Us?
  - Hive mentality
- Pre-qualifier Training in Curiosity
- Finding Your Dream
- Clocking in
- Internet Connection Speed needed
- What do we do when internet is too slow?
- How to do Daily Standup
- How to ask for day off
- How to call in sick
- Flexible work hours
- Streaming our work online
- Advanced Note Taking
  - OneNote
  - Dream Hub
  - GitHub
  - Jupyter
- Task Management Systems
  - Dream Hub
  - MS Planner
  - ZenHub
  - Jira
  - Azure DevOps
- How do we work?
  - Process over Progress
  - Very organized
  - Workspace
  - Amazing Communication Skills
  - Meeting Etiquette
- Typing Skills
  - Typing Practice
  - Proper Punctuation
  - Proper Grammar



- Mr. not "Sir"
- Don't say "Regards", "Kindly", or other British words



## ***I. What we do?***

- 1. 1. Who we are?***
- 1. 2. Who our customers are?***

## ***II. How to Join Us?***

Apply using the link <https://apply.reveltek.com>

### ***1.1 Hive mentality***

Using the SMILE method of training, one must complete the training with Self learn, and self-study, Hive mentality gives you the benefit of learning the skills and making it a career and a job description in the future. Curiosity hive will get you the learnings and the ability to improve and keep learning forward and build your dream and goal.

## ***III. Pre-qualifier Training in Curiosity***

Access our training guide in <https://start.ignitecuriosity.org> and join our community in <https://curiositycamp.org>

## ***IV. Finding Your Dream***

Finding your dreams through Focus Hive,

## ***V. Clocking in***

Clock in using MS Teams. It is essential to know how to start your working hours by using the Teams app.

Make sure that after opening the Microsoft Teams App, you'll click on the Icon named Shifts, upon opening it, you will see above button named **Clock in**, click on it and after that you will be able to see that it has some features of **Clock out, start a Break, & End Break**. These features let you choose when to get a break from work, when to sign off and sign in from work.

## ***VI. Internet Connection Speed needed***

Check internet speed by going to <https://speedtest.net>

The speed of your net should be fast at least 30mbps. The company provides Internet subscriptions and monthly payment for it, so trainees and employees should comply with the best internet provider to work smoothly.



### **VII. What do we do when the internet is too slow?**

We should contact our internet provider and ask what was wrong.

immediately report it to the Manager/Trainer that you/(s)he is having internet connection issues. But before it even happens, we should check our internet connection in advance before clocking in.

### **VIII. How to do Daily Standup**

A daily standup is required every start and end of the shift. We do this to help the team plan their day. Doing it daily helps align the tasks for everyone in the team.

What to include in the daily Standup:

1. What did you do yesterday?
2. What are you going to do today?
3. What are the blocking points you encounter?

Failure to do a standup daily will be a ground for disciplinary action. Click the link to learn more about Daily Standup. [Remote Daily Standup for Distributed Teams: 5 tips | Product Coalition](#)

### **IX. How to ask for a day off (Vacation leave)**

A vacation leave is a planned leave. Employees should inform the management at least two days prior to the leave and wait for the approval of the management. The two-day grace period will give the team time to distribute the tasks assigned to the employee on leave. Employees who failed to file for a leave will be tagged as AWOL.

An exemption to this rule is *emergency leave*. An emergency leave is when an employee needs to take a time off unexpectedly due to urgent and serious reasons. The employee should inform his immediate superior as soon as possible and give details about the reason for his absence.

### **X. How to call in sick**

Employees who don't feel well should inform his/her immediate superior two hours before his/her shift starts. If a prolonged sick leave is needed, the employee should



present a certificate that indicates his medical condition and how many days he/she needs to recuperate.

#### ***XI. Flexible work hours***

The company allows employees to work flexible hours given that they will check in with the team by doing the daily standup and updating the progress all throughout their shift.

#### ***XII. Streaming our work online***

One way of sharing your work in progress with the team is by doing a live stream across different platforms such as Facebook live. Every employee is expected to set aside a time for their livestream throughout their shift.

#### ***XIII. Advanced Note Taking***

Note-taking is a natural and quite effective method of learning where you write down only the most important parts of a lesson or reading to review later. But the value you receive from notetaking is only as good as the notes themselves.

- **OneNote**

We have Microsoft OneNote to store our suggestions, meeting agendas, research, plans and marketing strategies. It is not important if these notes are messy. What we care about is what we put on it and the ideas and plans must be visible for others to view and edit.

- **Dream Hub**

- **GitHub**

#### ***XIV. Task Management Systems***

Task management involves breaking down the task into smaller tasks for better project management. Everyone is expected to update their task in the system. Failing to do so can be a ground for disciplinary action. Some of the tools that we can use are:

- **Dream Hub**



- **MS Planner**
- **ZenHub**
- **Jira**
- **Azure DevOps**

#### ***XV. How do we work?***

- **Process over Progress**
  - **Very neatly organized**
  - **Amazing Communication Skills**
    - [5 Patterns for Effective Communication in Agile Teams - Simple Programmer](#)
    - [The Importance of Communication in the Agile Project Lifecycle \(teamrg.com\)](#)
  - **Workspace**
    - Employees will provide and maintain an ergonomically suitable desk and lights, grounded electrical outlets, smoke detectors and a fire extinguisher. Workspace, including tables, should be organized in line with *feng shui*.
    - Cleanliness should be observed all the time. 5s should always be practiced every day in the workplace.
      - *Seiri/Sort*
      - *Seiton/Set in order*
      - *Seiso/Shine*
      - *Seiketsu/Standardize*
      - *Shitsuke/Sustain*
  - **Meeting Etiquette**
    - Test your meeting connections in advance of all meetings.
    - When possible, establish online video conferencing connections several minutes before the meeting start time.
    - Create a backup communication plan in case you have trouble connecting with remote participants. A backup plan can include asking onsite participants to connect to the meeting through their laptops, using a mobile or speakerphone, and/or collaborating through an online collaboration tool such as MS Teams
- During a meeting:**
- All participants must share their video and audio. You may not be silent and just watch unless specifically instructed to do so by the presenter.



- Ensure not to distract all participants so they can see and hear all other participants.
- Ensure your location lighting does not limit other viewer's visibility of you.
- Ask other participants to mute their microphones if their location has excessive background noise or they will not be speaking for a long length of time.
- Engage participants at all locations to ensure discussion understanding and alignment.
  - Limit "side conversations" and multitasking. Focus on the camera and meeting.
- Make sure all participants have equal access to content by sharing all content within the video conferencing connection and using online tools.
- Follow the Company's Dress Code & Grooming Policy at all times when in meetings, regardless of your own video usage or regardless of if you are a presenter or not.

*XVI.      **Typing Skills***

- **Typing Practice**

- [Typing games for adults and kids free - best typing games \(onlinetyping.org\)](https://onlinetyping.org/)
- [Select a free typing game to play online: | FreeTypingGame.Net](https://www.freetypinggame.net/)

- **Proper Punctuation**

[Punctuation | How to use Punctuation? | English Grammar Basic](#)

- **Proper Grammar**

- Mr. not "Sir"
- Don't say "Regards", "kindly", or other British words