AUTONOMY WORKS VOCABULARY

CONCEPT	DEFINITION
Process Execution Services	Work that can be completed by repeating step-by-step instructions. All work done at AutonomyWorks is classified as a Process Execution Service.
Associates	Employees of AutonomyWorks who receive pay for the work they do for AutonomyWorks clients.
Trainees	Individuals participating in the Training Program or Apprenticeship. These individuals are not AutonomyWorks employees and do not receive pay.
Worksets	The detailed, step-by-step instructions that Associates follow to do work. Worksets are one of the tools used daily at AutonomyWorks.
Mission	In business, this refers to the reason a company exists. The mission or purpose outlines what a company hopes to achieve by being a business.
Clients	The companies and businesses we do work for. Our clients pay us in exchange for providing Process Execution Services.
Computer skills	In the Training Program, this refers to learning to use Microsoft software (including Word, Excel, PowerPoint, Paint, Outlook and Access) and Web browsers.
Professional skills	In the Training Program, this refers to learning the social skills needed for competitive employment.
Autonomy Works Processes	The Workflow Tool and Forms used to do work for clients at AutonomyWorks.
Expectations	The skills, behaviors and performance metrics we assume Trainees can and will achieve during training.