A hallway with light-colored wooden walls and a white tiled floor. On the left, there is a row of white lockers. In the center, there are glass doors with black frames. The doors lead into a room with wooden walls and floors. On the right side of the room, there is a large illustration of a dog's head with the word 'FULL' written in large, bold, black letters. Above the dog's head, the word 'IMAGINE' is written in a curved banner. Below the dog's head, the word 'THINK' is written in a curved banner. The text 'FULL Creative' is overlaid in the center of the image.

# FULL Creative

**FULL**

# Introduction

Welcome to the FULL Creative family! We're happy that you are now a part of the Full family!

In this presentation, we will look into:

- Who we are
- What we do
- What you can look forward to



# Our Philosophy

In the pursuit of making an impact, we believe in:

- Fair & equal opportunity for everyone
- Maintaining the highest standard of Conduct and Integrity
- Honest, Open & Transparent Communication

**FULL**

# Our Culture

To change the way the world works, we strive to:

- Achieve Technical, Managerial & Operational Excellence
- Be kind and courteous
- Provide an exciting and safe work environment





US QUO

YOU CAN

GLORY

OR

Y THING YOU CAN'T

RE THEM

HEY CHANGE TH

DRIVE

MAY THE  
CLOUD  
BE WITH  
YOU

FULL

# Our Values

- Encourage consistent and continuous learning
- Promote learning via various content channels
- Grow by sharing knowledge





# FULL Creative's Story

1994-CTI Long Distance, Portland, USA

2002-Answer Connect

2007- Adaptavant, Chennai, India

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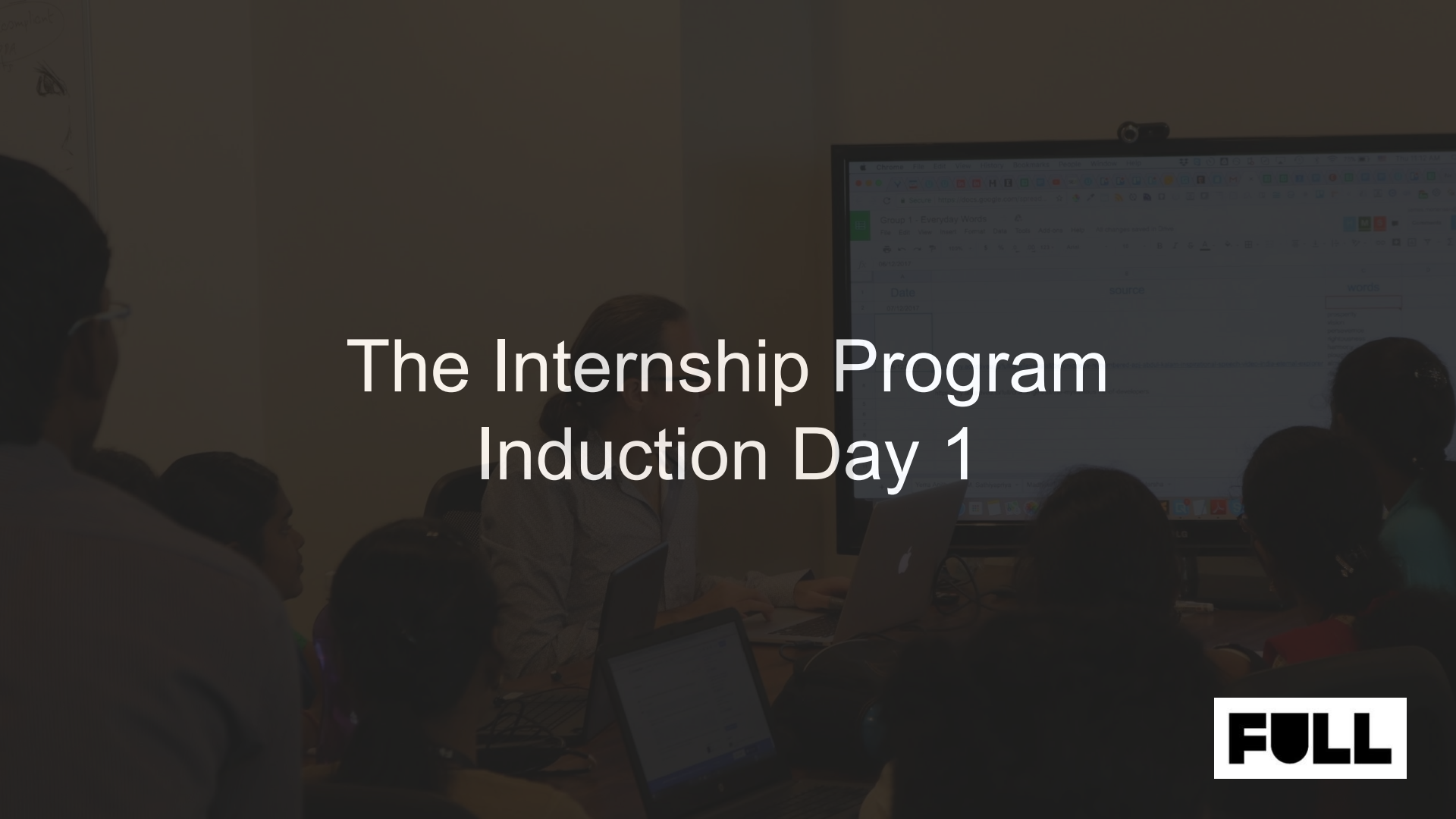


**2015- Adaptavant to FULL Creative**

**2015- FULL Creative, Edinburgh, UK**

**2019- Anywhere HUB, Edinburgh, UK**

**FULL**

A group of people are seated at a long table in a meeting room, working on laptops. A large monitor at the end of the table displays a Google Sheets spreadsheet titled "Group 1 - Everyday Words". The spreadsheet has columns for "Date" and "Source", and a list of words in the "words" column. The background is dark, and the overall atmosphere is professional and collaborative.

# The Internship Program Induction Day 1

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# 3 Month Internship Program

- A learning platform for interns
- Exposure to corporate culture
- Develop technical competency
- Encourage learning through self exploration
- Build self confidence & critical thinking

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| Month   | Nature of Job   | Monthly Gross |
|---------|---|---------------|
| Month 1 | <ul style="list-style-type: none"> <li>• Complete the tasks assigned</li> <li>• Participate actively in non-technical activities</li> <li>• Proceed to the next phase based on performance</li> </ul> <p><i>You will be assigned a mentor during the 3-month Internship program</i></p> | 11,400        |
| Month 2 | <ul style="list-style-type: none"> <li>• Complete the tasks assigned(the level of difficulty will be harder)</li> <li>• Participate actively in non- technical activities</li> <li>• Proceed to the next phase</li> </ul>   | 11,400        |

|               |   |   |
|---------------|---|---|
| Month 3       | <ul style="list-style-type: none"> <li>• Complete the tasks assigned(the level of difficulty will be harder and more challenging)</li> <li>• Participate actively in non- technical activities</li> <li>• Proceed to the next phase based on performance</li> </ul> | 15,000                                  |
| post 3 Months | <ul style="list-style-type: none"> <li>• Possibility to be absorbed as a full time employee based on performance.</li> </ul> <p><i>Employment is not guaranteed. It completely depends only on the performance of the intern</i></p>                                | CTC will vary from position to position |

P.S-The stipend mentioned are gross amounts, that are subject to deductions.



# Working Hours

- We Clock-in & Clock-out on
  - AW app - When we work from home
  - YoCoBoard - When we work from the office
- Your shift: 8 hours work + 1 hour break

P.S-Right click on the image to open the link in a new tab





# WorkWeek and Timings



Work Days- Monday to Saturday

Timings- 10 AM to 7 PM (Shift may vary based on the domain)

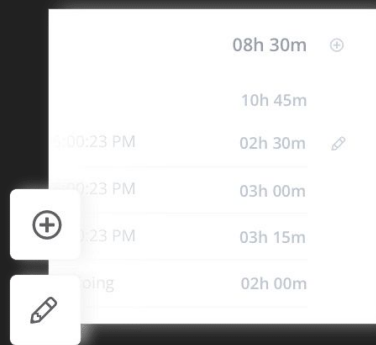
- Monday to Friday (8 hours + 1 hour)
- All Saturdays (7 hours + 1 hour)

P.S-Please use **only** the Web Application to clock-in and clock-out

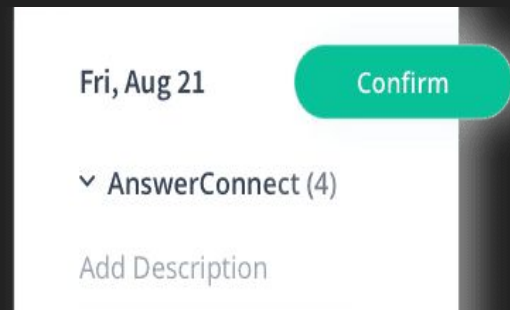


# Your Hours Matter!

Check and confirm previous day's hours the very next day.



Discrepancy in tracked hours? Create an adjustment



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# Learning

- Minimum 150 minutes of learning per week
- Earn learning minutes through:
  - AdaptiveU's FULL University
  - Read a book (Hardcopy)
- Check your learning stats: [Learning Stats Doc](#)
- Check your weekly learning score - [Weekly Stats](#)



P.S-Right click on the link/ image to open the link in a new tab



## Reward Points

- Earn 150+ points the previous week
- Use upto 30 points per day on snacks
- Book [online](#), collect it from the lobby (Phase 1)



P.S- Use the link or the QR code provided to access the Store Booking Page



# English Development Program



- One language to communicate - English
- Encourage ideas through communication
- Communicate, connect and share in a common language

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# Internal communication

## AnywhereWorks

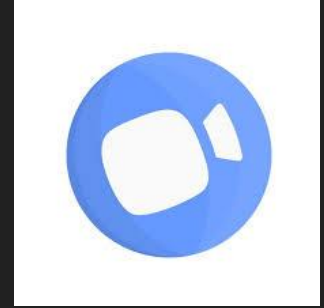
- With Anywhere Works you can:
  - Chat 1:1 or collabs
  - Video call
  - Post updates regularly
  - Keep yourself updated by reviewing feeds

P.S-Right click on the image to open the link in a new tab



# Teleport

- With Teleport you can:
  - Video call
  - Interact and collaborate seamlessly
  - Have 1:1 or group interactions
  - Feel connected and more in sync with your peers

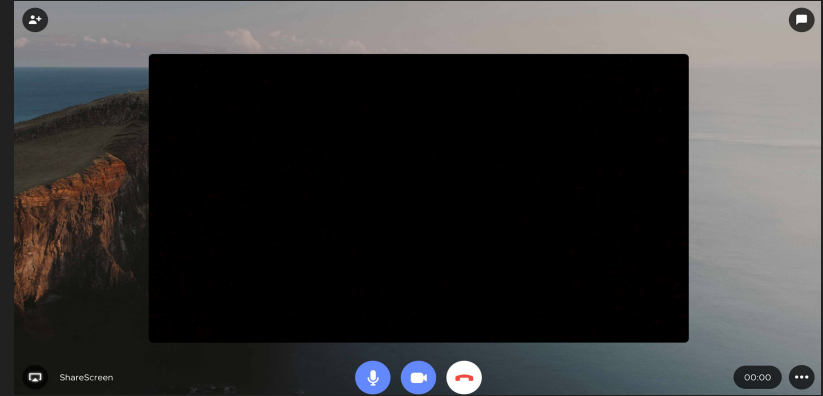
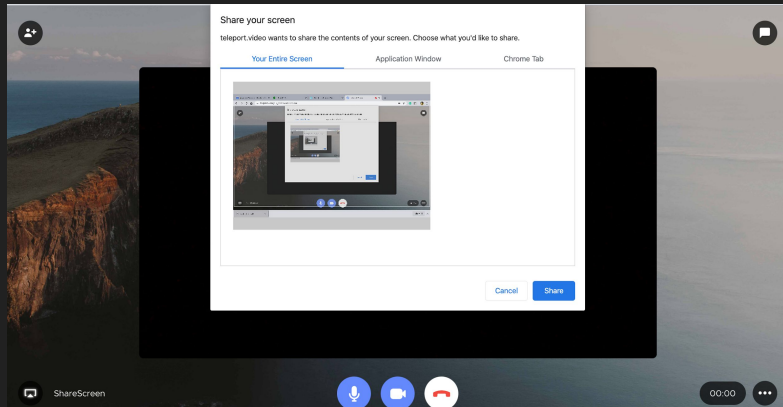


P.S-Right click on the image to open the link in a new tab

**FULL**

# How to share your screen on Teleport.video while on call ?

Step 1 - Click on the “ShareScreen” on the left bottom corner of your screen



Step 2 - Tap on your screen shown in the dialogue box to enable the “share” button and click share to share your screen

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# Work Space

- Keep it clean - it's your space!
- Keep it clean - it's your coworker's space too!
- Discard waste in trash bins that you find around you

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# Dress Code

- Smart casual
- Keep it professional

# EDP - Weekly Sessions



Every Thursday

- Build communication & public speaking skills
- Your active participation is required

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# English Development Program



## EDP Everyday Words

- Everyday Word Challenge - [Link to Form](#)
- Everyday Word Sheet - [Link to Form](#)

P.S-Right click on the link to open it in a new tab



# Leave Policy



- One CL per month
- More than one leave will result in loss of pay
- To avail leave, fill the following form - [Leave request form](#)

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# Weekly Status Update

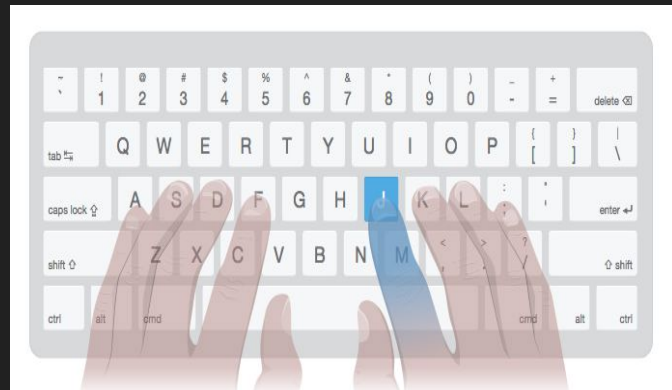


- Please fill the [Weekly status update form](#) every Saturday
- Make sure you share your feedback and suggestions to the form

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# Touch Typing

- Practice everyday (1 hour)
- Weekly typing tests on:
  - [Typing.com](#) (1<sup>st</sup> month)
  - [Typingtest.com](#) (2<sup>nd</sup> month onwards)
- Track your weekly typing goals and your scores - [Link](#)



P.S-Right click on the link to open it in a new tab

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# Typing Timeline

| Month & Week    | Course             | Website Link  |
|-----------------|--------------------|---|
| Month 1, Week 1 | Beginners Level    | <a href="https://www.typing.com">Typing.com</a>         |
| Month 1, Week 2 | Intermediate Level | <a href="https://www.typing.com">Typing.com</a>         |
| Month 1, Week 3 | Advanced Level     | <a href="https://www.typing.com">Typing.com</a>         |
| Month 2         | All the 7 passages | <a href="https://www.typingtest.com">Typingtest.com</a> |
| Month 3         | All the 7 passages | <a href="https://www.typingtest.com">Typingtest.com</a> |

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# Laptops and Desktops

- Laptop, headset and bag
- Laptop maintenance
- Report problems to IT Support
- No personal devices except mobile phone



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# Things To Remember!

- Regular attendance & punctuality (8+1 hours everyday)
- Daily typing practice (11:00 AM-12:00 PM)
- 150+ learning minutes per week
- Adherence to EDP Policy
- Learning meeting- Tuesdays
- EDP sessions- Thursdays
- Typing test - Fridays

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# Internship Guidelines

The following document contains guidelines for the Team Lead, Mentor, Intern and the Human Resources Team: [Internship Guidelines Document](#)

P.S-Please bookmark the Tasks and Goals sheet



In case you have any queries or grievances, please feel free to contact us, the HR team. You can:



- Message us on AnywhereWorks (AW), or
- Email us at [fullhr@anywhere.co](mailto:fullhr@anywhere.co)

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# Induction Training

Day 2

**FULL**

# Our products

- At FULL we develop an entire gamut of products
- Some of these products are stand alone while others are interdependent of each other
- We believe in using our own products

**FULL**

# A Few of Our Products

AnywhereWorks



Answerconnect



Teleport.Video



AdaptiveU



Setmore



YoCo Board



P.S-Right click on the link to open it in a new tab

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# Our Teams

[AdaptiveU](#)

[AnswerConnect](#)

[AnswerForce](#)

[Teleport.Video](#)

AnywhereWorks

[Distributed Source](#)

[ChatSupport](#)

[HelloSells](#)

[LexReception](#)

[Setmore](#)

[YoCoBoard](#)

Switchboard

Form Creator

[Synclo](#)

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P.S-Right click on the link to open it in a new tab

In case you have any queries or grievances, please feel free to contact us, the HR team. You can:



- Message us on AnywhereWorks (AW), or
- Email us at [fullhr@anywhere.co](mailto:fullhr@anywhere.co)

P.S-Please bookmark all the links available in the presentation.

