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Summary

Reimagining OPGS Communications: Modern Guidance, Clear Policies, and Engaging Training



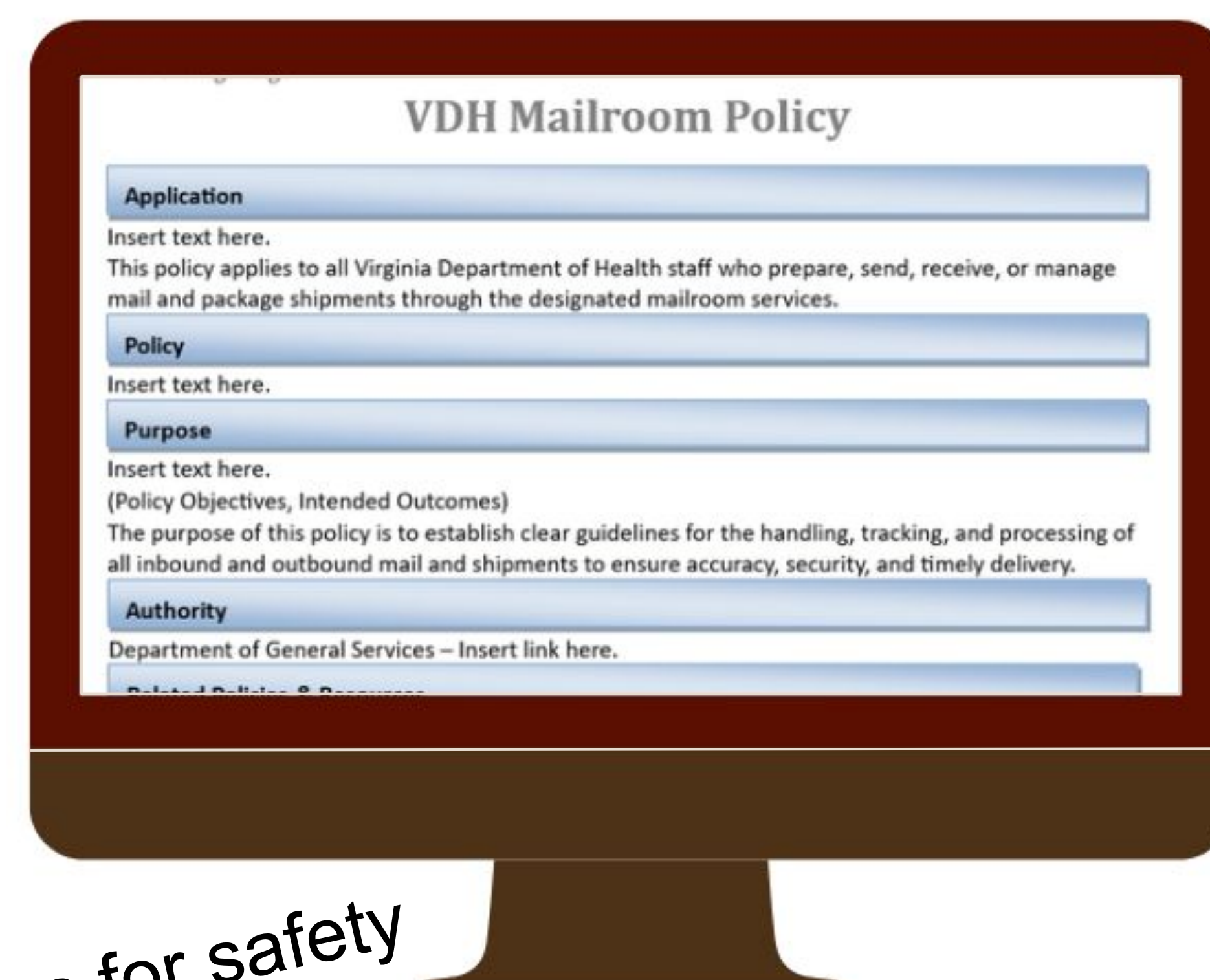
Objectives

-  *Driver Safety*
-  *Parking and Procurement*
-  *Concierge Service*
-  *Shipping and Receiving*

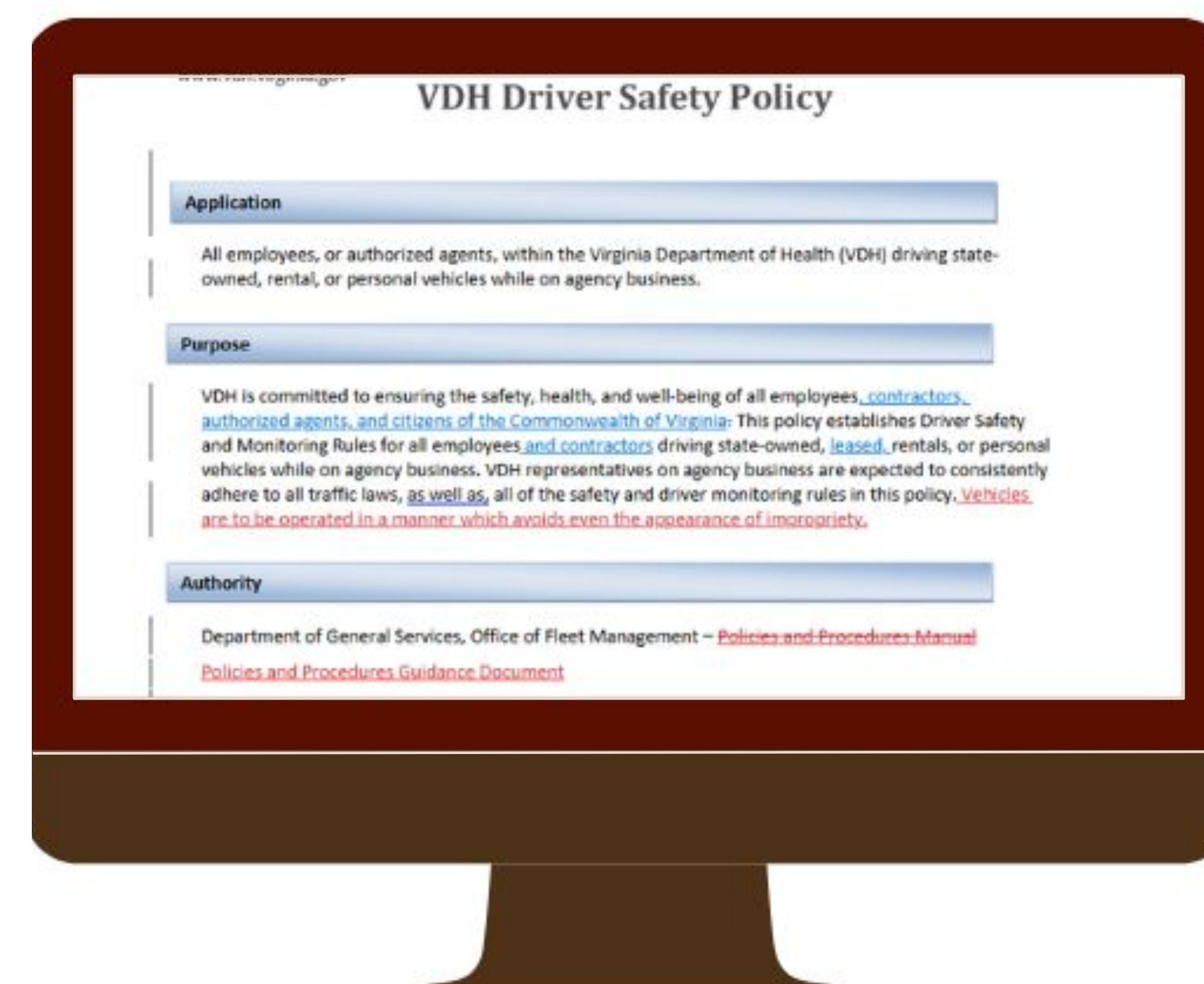
Challenges

- **Adapting** to new technologies
- Navigating the technical and procedural **learning curve**
- Translating **theory** into **practice**

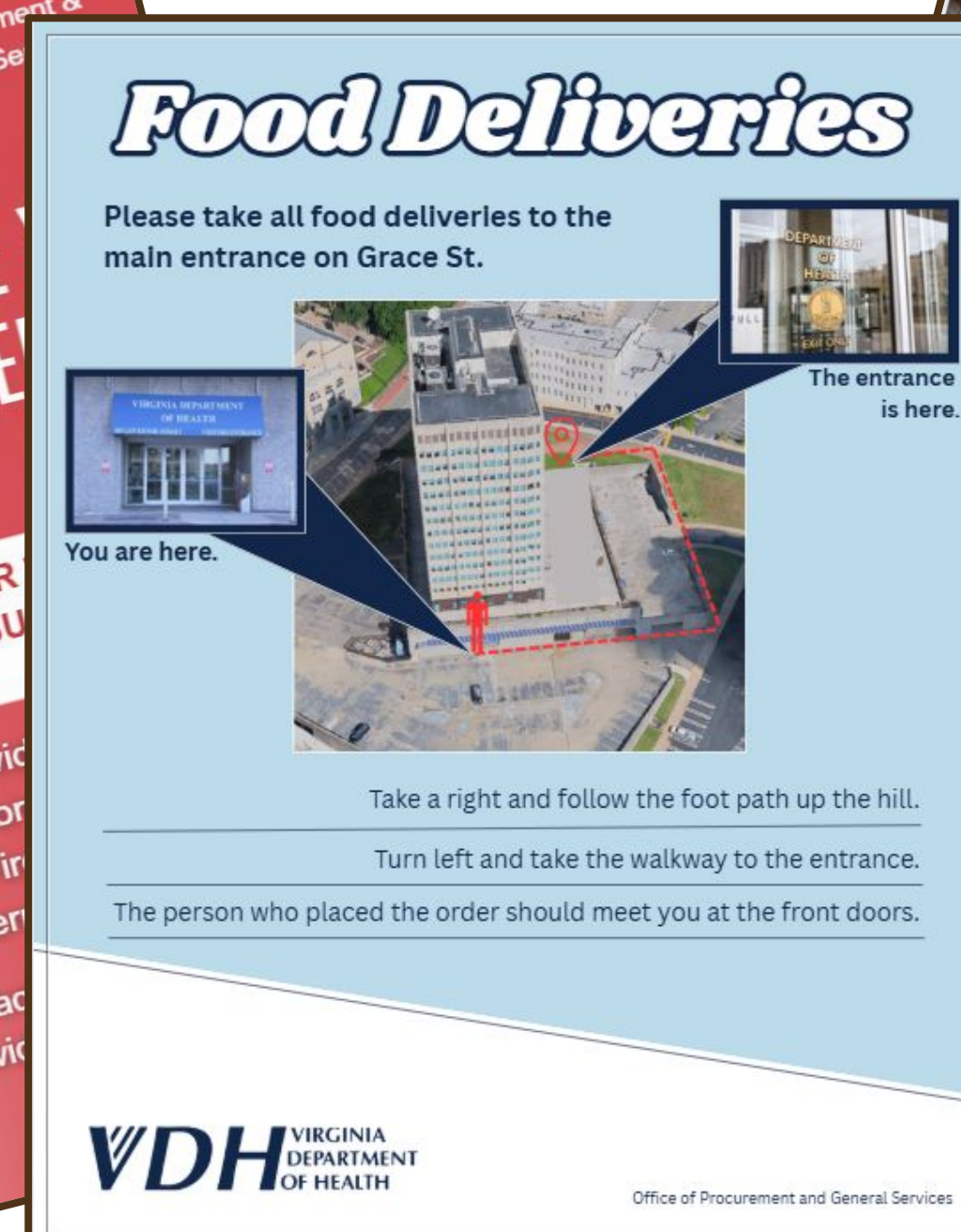
Outcomes/Outputs



Policies for safety
and shipping/
receiving



Concierge training guide



InfoDocs for
general services,
fleet, workforce
development, etc.

Conclusion

Significance

- Helped **modernize and streamline** internal communication
- Engaged in **policy creation and innovation**
- **Built a foundation** of resources for future training
- Enhanced **clarity** for informational materials

Takeaways

- Broadened **policy development** experience
- Improved **communication design** skills
- Deepened understanding in producing **user-friendly materials**
- Gained experience in support of **administrative tasks**

Acknowledgements

A huge thank you to the whole **OPGS team** who supported me throughout this internship. Thank you **internship staff** for making this possible!