**Letter Of Introduction**

Greetings,

On behalf of the Workforce Committee, we would like to introduce you to the New Employee Success Binder. Here within you will find the Supervisor’s Guide, The Mentor’s Guide, the Employee Orientation and Training Guide and lastly the Get To Know Me Questions. This binder you possess is the result of many hours of labor developed by the bright minds of the workforce committee for the Cottages.

Collectively these documents will help to serve five specific goals.

* Ensuring that our new employees have the best possible outcome during their on boarding process and first year of employment.
* With correct training, good employees will turn into great employees and employee turnover will thus be reduced.
* Our residents will receive a better overall quality of life due to the consistency in staffing due to reduced turnover.
* Family members and community partners will receive a quality experience due to highly trained and care providers.
* There will be an associated reduction in payroll costs and other expenses.

Please take the time to carefully review these documents with the appropriate staff whom, have been selected to help in this important endeavor. Remember that growing a culture of consistency in and of itself requires consistency. We urge you to set out on this journey with that in mind.

Lastly, you are encouraged to ask questions and seek out guidance as questions arise. Thank you in advance for your commitment to your fellow employees and understanding the monumental undertaking they incur on a daily basis of caring for our country’s very finest citizens.

Best Regards,

The Cottages Employee Workforce Committee

10/14/15