

Orientation & Communications



Sometimes you need a picture *and* a thousand words.

At Management Alternatives, we know that every good move begins with effective communication.

A seamless transition from old space to new. Employees who are prepared for their new work environment. Business that continues uninterrupted. Aren't those the outcomes of a successful relocation? They are—and that is what you get when you make the effort to keep employees, customers and business partners informed.

You must take the time to properly address questions about your new facility and the relocation process itself. **Management Alternatives specializes in developing employee programs that facilitate a successful transition including: orientation videos, collateral materials and management and staff briefings. We even coordinate tours of the new facility.**

Management Alternatives will also facilitate the development of a Web site designed to provide pertinent, up-to-date information throughout the move process. Or, if appropriate, we can utilize your existing intranet or Web presence to keep critical audiences informed, making them aware of the benefits, effects and schedules important to your relocation effort.

By keeping people informed, Management Alternatives significantly reduces anxiety and stress surrounding a move. Our "hotline" service provides immediate access to an informed resource, further easing the transition. And once the move is complete, our orientation handbooks ensure that personnel can find what they need in their new quarters and their new neighborhood.

To learn more about how we have helped law firms, laboratories, technical facilities, not-for-profit organizations, the Federal government and corporations of all sizes, visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or sales@mgmt-alt.com.



The news waits for no one.

The world is changing 24/7/365. This change creates the news that Gannett/USA TODAY reports to millions of readers nationwide.

Management Alternatives was the brains behind the Gannett 2001 relocation. We managed the move of every mission-critical element, including newsrooms, production facilities, data centers and satellite farms. From Arlington, Virginia, to McLean, Virginia, all 820,000 square feet were accounted for without missing a deadline.

Gannett, McLean VA. Rendering by Kohn Pedersen Fox.





Orientation & Communications

Our broad array of solutions allows you to reduce relocation-related anxiety and stress. Management Alternatives Orientation and Communications services include:

Orientation Programs—Management Alternatives can prepare an employee orientation program to acquaint your staff with the new facility. We use multiple media to maximize learning and complement other training efforts. Programs can include the production of orientation videos, collateral material, staff briefings and the coordination of orientation tours.

Web Sites and Videos—Posting information to your Web site or intranet helps keep employees up-to-date on the relocation process. And using an online medium lets you disseminate relocation information related to construction, renovation or company news. Videos can also be invaluable employee orientation tools, providing information about your new location or supporting other transition efforts.

Move Bulletins—Publishing effective communications keeps employees and customers informed of the progress of your relocation. Bulletins help minimize stress and productivity loss.

Move Hotline—Our “hotline” service provides move-related assistance and response to address personnel questions and alleviate anxiety.

Facility Handbook—We will provide an introductory handbook that contains information about your new facility or the changes and renovations made to an existing facility. The handbook also contains information on local-area services, easing employee transition into new quarters or a new neighborhood.

Visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or sales@mgmt-alt.com to learn more about how Management Alternatives can help you with:

- **Relocation Planning & Management**
- **Technical Systems**
- **Furniture Services**
- **Move Management Services**
- **Churn Management**
- **Orientation & Communications**