

Journey to a truly global solution

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ETTEPLAN RESOURCES

Search...



Country



Get an affordable benefit bike from GoByBike Bike Storm campaign / Hanki työsuuhdepyörä edullisesti GoByBiken Pyörämyrsky-kampanjasta

The joint campaign of GoByBike and bike shop partners, Bike Storm (Pyörämyrsky), will lowe...

3 hours ago | 3 likes | 0 comments



Occupational Health Care survey supporting your well-being - participate no later than 18.10.2023 /

Global



Etteplan's 40th anniversary: countless videos bringing anniversary wishes from around the world!

Last week, we celebrated Etteplan's remarkable 40-year journey...

3 days ago | 14 likes | 0 comments

Etteplan

Celebrating

years –

Today

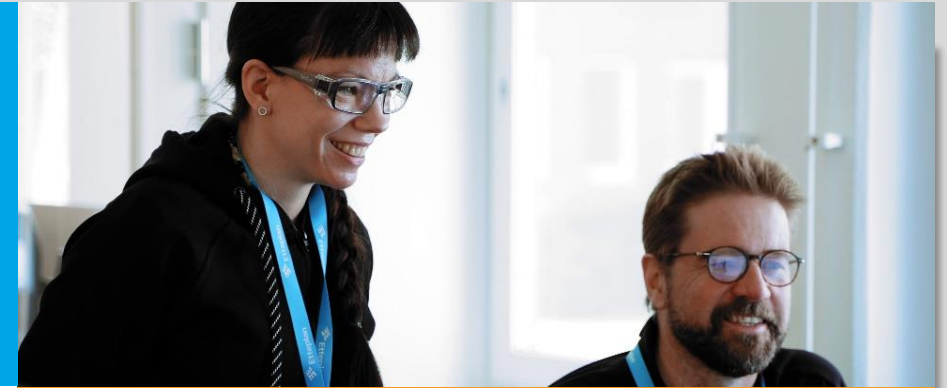
of

Global and multidisciplinary Etteplan

Founded in 1983 in Finland

Listed in
NASDAQ HELSINKI LTD

- Rapidly growing and developing technology service company
- Software and Embedded Solutions, Engineering Solutions, Technical Communication Solutions
- Our customers are global machine and equipment manufacturers



350.2

REVENUE, EUR MILLION
2022

~4,000

INDUSTRY
PROFESSIONALS

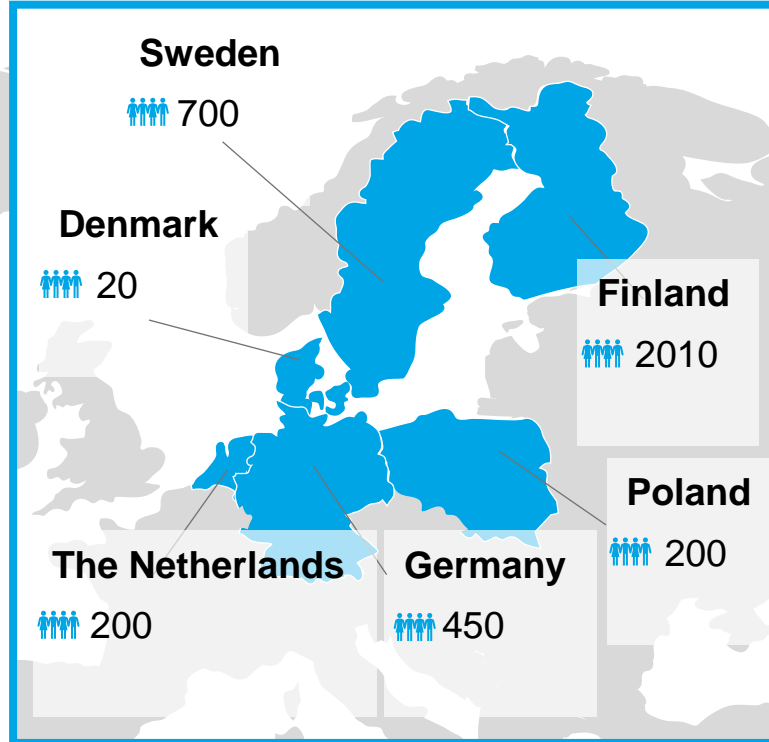


Our
ambitious
customers
demand the
very best


Etteplan global presence

> 80 offices in Finland, Sweden, the Netherlands, Germany, Poland, Denmark, and China

USA
Customer projects managed from Europe and through partners



China
450

 Number of employees

Problem:

The fast-growing company had out-grown the old intranet that only served a select few

→ **how to make the solution truly global?**

How would you describe your previous (pre-Omnia) intranet experience with one expression?

menti.com

Enter the code

8111 8478



menti.com/al6wd6jodnu4

How would you describe your previous (pre-Omnia) intranet experience with one expression? 31 responses



Lack of inclusivity

Shadow intranets
& Team sites

Organization-
based structure

Hard to use
and update

Limited access
from customer
sites

Poor search
function

Old solution simply
falling apart

Goodbye Etteplan Business Portal – hello ette!

29.09.2022, 12:20 | People, Internal Releases | 0 Comments | 10 Likes

Going forward
Video from CEO

21.09.2022, 15:52 | Internal Releases, IT | 2 Comments | 13 Likes

Video from the President a
Moving forward

29.09.2022, 10:00 | Internal Releases, Strateg
1 Likes

Global News

Goodbye Etteplan Business Portal – hello ette!
29.09.2022, 12:20 | People, Internal Releases | 0

My Office

Office News

In the spotlight

Internal video from CEO

People

People stories

How did we tackle the challenges

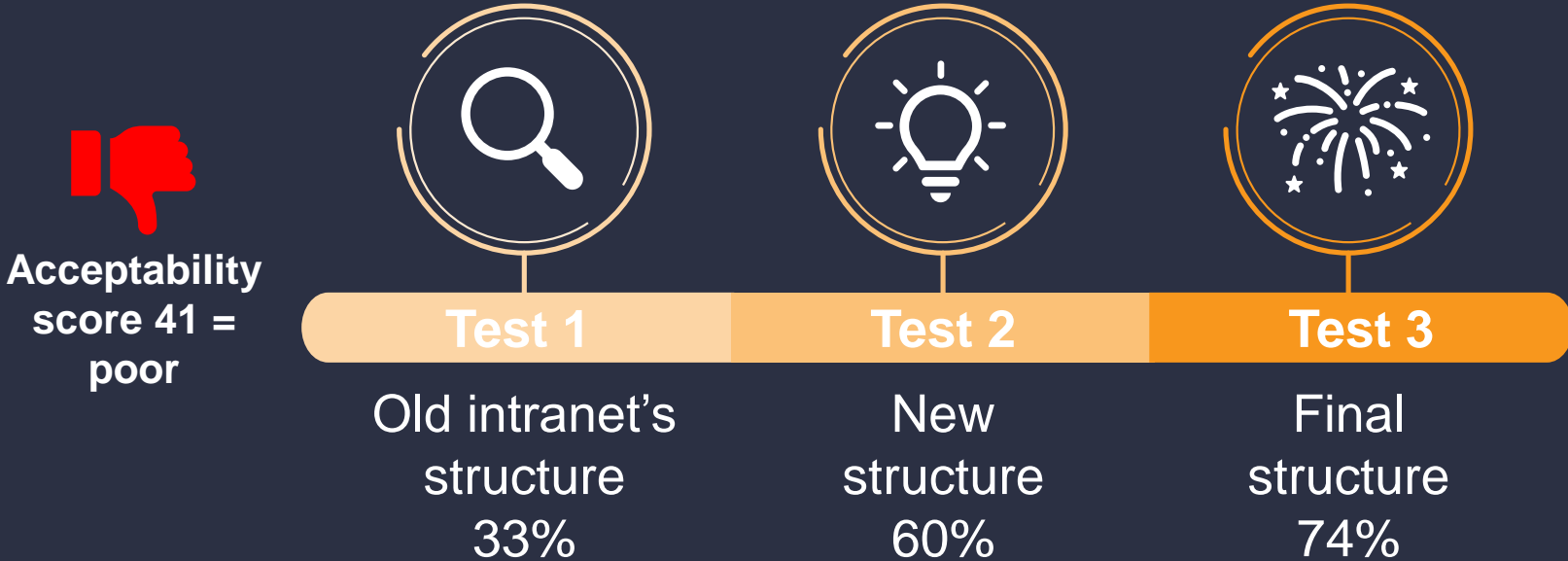
Pre-evaluation

Project phase

Go Live

Clear focus on the user experience

The progress of “top ten tasks” in the intranet structure



Out of most common tasks within the intranet, this % ended up at a 'correct' destination.

Project
phase

*"Engage stakeholders locally to
impact globally."*



Careful building and planning of new megamenu



Organization and offices

- Organization
- Software and Embedded Solutions
- Engineering Solutions
- Technical Communication Solutions
- Global Etteplan
- Etteplan Offices
- Legal structure and invoicing addresses
- Find a colleague

Group functions

- Finance & Business Control
- Global Sales
- Human Resources
- M&A and Business Development
- Marketing & Communications
- Operational Excellence
- Solutions & Technologies

Our direction

- Etteplan in brief
- Our purpose and values
- Our strategy
- Our story
- Our industry
- Our brand
- Group Management & Board of Directors

News & Announcements

- Global News
- All News archive
- Announcements
- Internal video library
- Company events and campaigns
- Country News
- Social media channels

Corporate responsibility

- Our impact
- Social responsibility
- Environmental responsibility
- Financial responsibility
- Code of Conduct

Operating principles

- Our processes
- Our policies
- Quality management systems and certifications
- Strategy process
- Decision-making and governance

Development projects and initiatives

- AI Program



Careful building and planning of new megamenu

Project phase

The screenshot displays the Etteplan Digital Workplace interface. At the top, a blue navigation bar contains the Etteplan logo and the text "Etteplan Digital Workplace". Below this, a secondary navigation bar lists several menu categories: "ABOUT ETTEPLAN", "OUR WAY OF WORKING", "TOOLS & IT", "MY EMPLOYMENT & CAREER", and "COMMUNITIES". The "OUR WAY OF WORKING" category is expanded, revealing a grid of sub-categories. On the left side of the page, there is a sidebar with a user profile and the text "My Office: Tan". On the right side, there is a "Document Center" box with a search function. The main content area is organized into columns, each with a category header and a list of sub-items.

OUR WAY OF WORKING

- Processes**
 - Sales process
 - Key account management process
 - Customer care process
 - Consultancy process
 - Continuous services process
 - Lifecycle models for project execution
 - Offering development / Operational development process
 - Medtech
- Work with Marketing & Communications**
 - External communications and marketing instructions
 - Brand materials
 - Etteplan in social media
 - Internal communications
 - Investor relations
- Work with Suppliers**
 - Supply management
 - Subcontracting
 - Purchasing for customer assignments
 - Purchasing for offices and companies
 - Purchasing for employees
- Work with Quality & Environment**
 - Quality management
 - Environmental management
 - Standards
- Work with Marketing & Communications**
 - External communications and marketing instructions
 - Brand materials
 - Etteplan in social media
 - Internal communications
 - Investor relations
- Work with Safety & Security**
 - Internal Occupational Health and Safety
 - Physical security
 - Information Security Management System
- Work with Finance**
 - Budgeting and forecasting
 - Financial guidelines and instructions
 - Documents to customer offers
- Work with Privacy & GDPR**
 - Privacy & GDPR
- Work with Etteplan Digital Workplace**
 - Etteplan Digital Workplace
 - Intranet ette
 - Document management
 - Process management

Document Center

Search for different types of Etteplan documents by filtering by country, office, language, service area, cost center, process or subject area.

Processes

Operating model describes our way of working in many of our important operational areas, such as sales and projects.

Careful building and planning of new megamenu

Project phase

Have a wonderful
My Office: Tampere Her



IT Self-Service

- IT Frequently asked questions
- Contacting service desk

Security & backups

- Administrative security
- Encryption
- Multifactor authentication
- Secure Print
- Backup Services
- Endpoint Security
- Security & Backups -Firewall

Networks

- Networks in General
- VPN and Remote Access
- Firewalls and Switches

Tools

- Engineering tools
- Common tools
- Finance and reporting
- Human Resources
- Office 365
- Project Management
- Sales and marketing
- Software and Embedded tools
- Technical Communication tools

Accounts and access

- License allocator
- Password Reset
- Computer Accounts
- Account requests

Devices


- Workstations
- Printers
- Mobile phones
- Servers
- Meeting room Equipment
- Office Equipment
- Workplace Equipment

Productized tools

- Customer portal

Customer networks

- Site to Site VPN Connections
- Valmet
- Konecranes
- Sandvik
- ABB
- Kone
- Corporate IT's work for customer assignments



Tools & Software Center

Every tool and software with relevant instructions for your work is listed here. Find out what you need for your work, use it and achieve our mutual goals.

Careful building and planning of new megamenu

Project phase

Welcome Rukaja

My Office: Tampere Her



Recruitment

Recruitment and Employer branding

Onboarding

Global onboarding - Your bETTER start

Local onboarding

Career and learning

Career Model

Career opportunities

Personal Development Plan (PDP)

Learning and training

My skills profile (CV)

Leadership

Etteplan feedback processes (360/270)

Benefits and bonuses

Employee bonuses

Employee benefits

Health and well-being

Well-being activities

Well-being at work

Occupational healthcare

Leave and absence

Sick leave

Vacation

Parental leave

Study leave

Other leave

Work environment and safety

Hybrid and remote work

Working at offices

Employee and work safety

Insurances and pension

Insurances

Pensions

Employment terms

Working hours

Start of employment

End of employment

Company and employee relations

Other employment terms

Pay and time reporting

Time reporting

Allowances and expenses

Salary

Traveling and global mobility

Customer assignments

Business travel

Internal global mobility

General travel instructions



Manager Handbook

Search and utilize manager information to support you in your leadership. You can find both global and local pages that are restricted for manager use only.



Etteplan eLearning



Career model



In addition to your salary, Etteplan offers you a comprehensive benefits package that is constantly being improved. Benefits vary from country to country, often due to country-specific tax regulations. Please also note that benefits are reviewed and agreed on a regular basis and may therefore be subject to change.

From **Local information** area below you will find information about the employee benefits in your respective country and related support material or contact persons.

Local Information

Bicycle benefit / Polkupyöräetu Finland

Lunch benefit / Lounasetu Finland

Phone benefit / Matkapuhelinetu Finland

Sport and culture benefit / Liikunta- ja kulttuurietu Finland

Manager Information

Employee benefits for different employment types / Työsuhde-edut eri työsuhdetyypeille Finland

Documents

Feedback

Green means
Global
information

Orange means
**Local (country-
specific)**
information

Grey means
Manager
information

By navigating through the **global structure** via the **megamenu**,

you will easily find what you are looking for and see what is relevant to you based on your **role and location.**

Project
phase

What are the key factors for **successful change management** in the transition from an old intranet to a new one?

menti.com
Enter the code
8111 8478



menti.com/al6wd6jodnu4

Go Live



What are the most important factors for successful change management in the transition from an old intranet to a new one?

72 responses



Project
phase

Go Live

Keys to success

1

Focus on people –
communication & engagement

2

Strong foundations based on user
research and feedback

3

Governance model and clear
content ownership

4

Plan for **continuous improvement**
– Launch is just the beginning!

Problem:

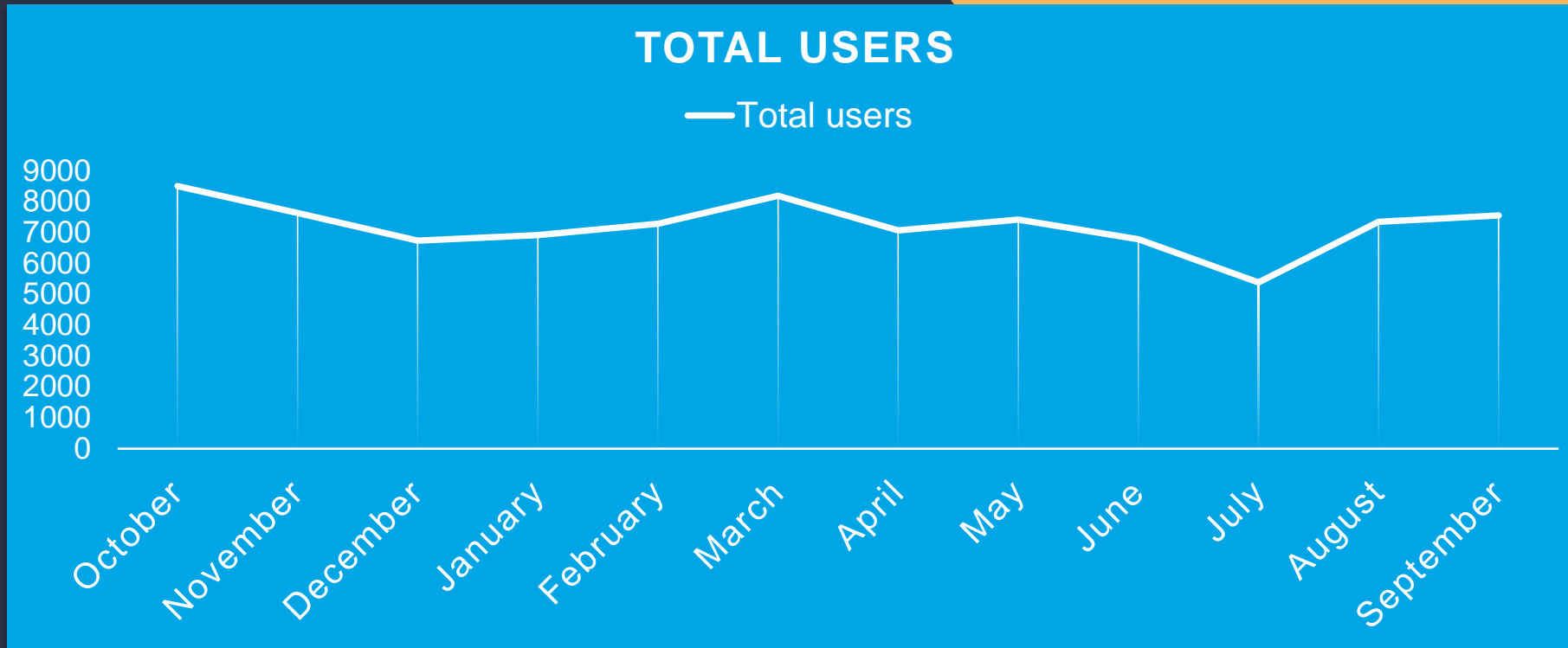
The fast-growing company had out-grown the old intranet that only served a select few

→ **Did we succeed?**

Role of ette today

- Reflects our company culture and our common ways of working
- Go-to place for information
- Dynamically grows with the growing company
- Connects people working at both Etteplan and customer locations, as well as in a hybrid mode.

One year with ette: total users and engagement



Like button clicks

6000

Share button clicks

185

Comments

901

What's next?

Continuous improvement together with our users to ensure that we can offer added value to our key target groups

Currently our focus is on developing portal called **Leadership Handbook**, which is built using Omnia's onboarding module

Welcome to the Leadership Handbook



Your role as a Leader

As a leader, your role is multifaceted and carries significant responsibilities. You are the visionary, the guide, and the catalyst for change within your organization or team. Here are some key aspects of your role as a leader:

Our values

Diversity, Equity, Inclusion & Belonging



Attract & Hire

Attracting and hiring top talent is a critical aspect of effective leadership. As a leader, you play a pivotal role in creating a compelling and inclusive recruitment process that attracts the best candidates for your organization.

Recruitment and Employer branding

Onboarding



Engage

Employee engagement is the heartbeat of a thriving organization. Here, we delve into the practices that foster strong connections, motivation, and job satisfaction among our employees. Learn how to create an environment where everyone feels valued, connected, and inspired.

FuturETTE - Employee engagement survey

Hybrid work culture

Well-being



Grow & Develop

Growing and developing a company requires strategic planning, adaptability, and continuous improvement. As a leader, you play a vital role in driving the company's growth and facilitating its development.

Personal Development Plan (PDP)

Career Model

Continuous learning

Feedback



Exit with Care

Employee exits are a natural part of any company's life cycle. In this section, we emphasize the importance of conducting employee offboarding with the same care and respect as onboarding. Discover the processes and considerations that ensure a smooth exit of team members while ensuring positive relationships and successful knowledge transfer.

Exit process



Legal heart

We should keep in mind the legal aspects of employment management and people leadership. This section reminds us of our legal responsibilities and obligations as leaders. We will explore key employment terms, regulations and best practices to ensure we are operating within the bounds of law while maintaining a fair and ethical work environment.

Employment terms

Leave and absence

Questions?



Thank you! Contact us:



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etteplan.com



