**60-Second Onboarding Video Script Template**

| **Description** | **Time** | **Narration** | **Visuals** |
| --- | --- | --- | --- |
| **Welcome** | 0:00 | Start with a warm welcome to the new employee, expressing excitement about their joining the company. | Visuals of a welcoming office environment, company logo, or team members. |
| **Company Culture Overview** | 0:05 | Introduce the company's culture and values. Emphasize the importance of collaboration, innovation, and inclusivity. | Visuals representing the company's culture, such as team collaboration, diversity, or company events. |
| **Key Personnel Introduction** | 0:10 | Briefly introduce key personnel or leadership team members. Highlight their roles and their commitment to the company's success. | Photos or short video clips of key personnel with their names and roles. |
| **Onboarding Process** | 0:15 | Outline the onboarding process to familiarize the employee with what to expect in their first few days. | Flowchart or animated steps representing the onboarding process. |
| **Company Policies** | 0:25 | Highlight key company policies, emphasizing the importance of compliance and creating a positive work environment. | Visuals of policy documents or animated snippets highlighting policy points. |
| **Workspace Overview** | 0:35 | Showcase the employee's workspace, including common areas, facilities, and resources available. | Virtual tour or photos of the office space, desks, break areas, etc. |
| **Team Collaboration Tools** | 0:45 | Introduce tools and platforms for team collaboration, communication, and project management. | Screen recordings or animated demonstrations of collaboration tools in action. |
| **Employee Benefits** | 0:55 | Briefly outline employee benefits, perks, and any unique offerings the company provides. | Visuals of employee benefits documents or animated icons representing perks. |
| **Closing** | 1:00 | Conclude with a thank you, expressing excitement about the employee's contribution to the team. | Thank-you message, company logo, and a fade-out. |

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| **Welcome** | 0:00 | Welcome to InnovateTech! We're thrilled to have you on board. Get ready to embark on an exciting journey of innovation and collaboration. | Dynamic visuals of a vibrant office, smiling team members, and the InnovateTech logo. |
| **Company Culture Overview** | 0:05 | At InnovateTech, our culture is built on collaboration, innovation, and inclusivity. Together, we create an environment where ideas flourish and diversity is celebrated. | Montage of team members working together, participating in company events, and showcasing a diverse and inclusive workplace. |
| **Key Personnel Introduction** | 0:10 | Let's introduce you to some key faces. Meet our CEO, [Name], and our Head of Innovation, [Name]. They are committed to your success here at InnovateTech. | Brief video clips of the CEO and Head of Innovation, along with their names and roles displayed on screen. |
| **Onboarding Process** | 0:15 | Your onboarding journey starts here! Check out this simple flowchart to guide you through your first few days. | Animated flowchart displaying the onboarding process steps, ensuring clarity for the new employee. |
| **Company Policies** | 0:25 | Now, let's talk about our company policies. We prioritize a positive work environment, and these policies help create a culture of respect and collaboration. | Visuals of policy documents with key points highlighted, emphasizing a positive and respectful workplace. |
| **Workspace Overview** | 0:35 | Take a virtual tour of your workspace! From your desk to common areas, we've created a comfortable and inspiring environment for you. | Virtual tour showcasing the office layout, workstations, break areas, and other facilities with upbeat background music. |
| **Team Collaboration Tools** | 0:45 | Communication is key at InnovateTech. Get to know our collaboration tools like Slack and Asana, ensuring seamless teamwork and project management. | Screen recordings of these tools in action, showcasing their interfaces and how they enhance team collaboration. |
| **Employee Benefits** | 0:55 | Let's wrap up by highlighting your employee benefits—perks, wellness programs, and more. At InnovateTech, we invest in your well-being and success. | Visuals of employee benefits brochure with animated icons representing perks, emphasizing a holistic approach to employee well-being. |
| **Closing** | 1:00 | Thank you for choosing InnovateTech! We can't wait to see the impact you'll make. If you have any questions, our support team is here for you. | Closing message, InnovateTech logo, and a fade-out, concluding with a positive and encouraging tone. |

**90-Second Onboarding Video Script Template**

| **Description** | **Time** | **Narration** | **Visuals** |
| --- | --- | --- | --- |
| **Welcome** | 0-10s | Extend a warm welcome to new users, expressing excitement about them joining the platform or service. | Friendly animation or welcoming visuals with the platform's branding. |
| **Introduction** | 10-20s | Briefly introduce the purpose of the onboarding process, with a clear and concise statement instructing users on what to expect and why the onboarding is crucial. | Text on screen or animation providing a brief overview of the onboarding process. |
| **Platform Overview** | 20-30s | Introduce the main sections or key components of the platform. Provide a bird's eye view to help users understand the layout. | Visual tour or animations showcasing the platform's main sections or features. |
| **Account Setup** | 30-40s | Guide users through the process of setting up their account. Emphasize the simplicity and importance of completing this step. | Screen recording or animated steps of the account setup process. |
| **Feature Highlights** | 40-55s | Highlight a few key features that users should explore first. Keep it focused on the most impactful functionalities. | Brief demos or animations showcasing the highlighted features in action. |
| **User Navigation** | 55-70s | Provide tips on how to navigate the platform efficiently. Highlight shortcuts or essential menus for a smoother user experience. | Screen recordings demonstrating seamless navigation and user-friendly interface. |
| **Additional Tips** | 70-90s | Offer additional tips or guidance to enhance the user experience. This could include customization options, settings, or helpful resources. | Quick animations or overlays providing additional tips and guidance. |
| **Encouragement** | 90-110s | Encourage users to explore, experiment, and enjoy the platform. Express enthusiasm for their journey with a positive message. | Uplifting visuals or animations conveying a sense of exploration and enjoyment. |
| **Closing** | 110-130s | Conclude with a thank you, reinforcing excitement about the user's presence on the platform. | Express gratitude with a closing message, platform logo, and a fade-out. |

**90-Second Onboarding Video Script Example**

| **Description** | **Time** | **Narration** | **Visuals** |
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| **Welcome** | 0-10s | Welcome to ProFlow, your new productivity ally! We're thrilled to have you on board. Get ready for a seamless journey to enhanced productivity and efficiency. | Dynamic animation welcoming users to ProFlow, featuring vibrant visuals of the ProFlow logo and a friendly welcome message. |
| **Introduction** | 10-20s | In the next 60 seconds, we'll guide you through ProFlow's key features, ensuring you harness its full potential. Are you ready? Let's dive in! | Animated text on screen summarizing the purpose of the video and a brief glimpse of the ProFlow interface. |
| **Platform Overview** | 20-30s | Let's start with a quick tour. ProFlow is divided into Workspaces, Tasks, and Calendar. Your central hub for streamlined productivity. | Visual tour showcasing Workspaces, Tasks, and Calendar sections with animated pointers emphasizing their significance. |
| **Account Setup** | 30-40s | Setting up your ProFlow account is a breeze. Click 'Profile,' fill in your details, and personalize your experience. Ready? Let's do it together. | Screen recording demonstrating the account setup process, with a focus on user-friendly interface and step-by-step guidance. |
| **Feature Highlights** | 40-55s | Now, explore key features like 'Quick Tasks' for instant to-dos and 'Collaborative Workspaces' for team projects. Let's make your workflow as smooth as possible. | Brief demos or animations showcasing Quick Tasks and Collaborative Workspaces in action, highlighting their simplicity and utility. |
| **User Navigation** | 55-70s | Navigate effortlessly with our intuitive interface. Use shortcuts and personalized menus for a stress-free experience. Let's ensure you feel at home with ProFlow. | Screen recordings demonstrating seamless navigation, keyboard shortcuts, and user-friendly menus with animated callouts for emphasis. |
| **Additional Tips** | 70-90s | Enhance your ProFlow experience by exploring customization options in 'Settings.' Need help? Check our resources for expert tips. Dive in, and tailor ProFlow to fit your unique needs. | Quick animations showcasing the 'Settings' menu and a glimpse of available resources, emphasizing the flexibility and support ProFlow offers. |
| **Encouragement** | 90-110s | You're all set! Embrace the ProFlow journey with enthusiasm. Explore, experiment, and conquer your tasks. We're here for your success. Welcome to a more productive you! | Uplifting visuals and animations, expressing excitement for the user's journey with ProFlow, featuring motivating messages and the ProFlow logo. |
| **Closing** | 110-130s | Thank you for choosing ProFlow! We're honored to be part of your productivity adventure. For any questions, our support team is just a click away. Happy productivity! | Express gratitude with a closing message, ProFlow logo, and a fade-out, concluding with a positive and appreciative tone. |