oneAdvanced

PERFORMANCE & TALENT

Engagement Module: Email Templates

Administrator Rollout Communications Templates

Abi Cattier
10/04/24

Table of Contents

Disclaimer

Copyright © OneAdvanced 2025.

This document contains confidential and / or proprietary information. The content must not be disclosed to third parties without the prior written approval of OneAdvanced Group Limited or one of its subsidiaries as appropriate (each referred to as "OneAdvanced"). External recipients may only use the information contained in this document for the purposes of evaluation of the information and entering into discussions with OneAdvanced and for no other purpose.

Whilst OneAdvanced endeavours to ensure that the information in this document is correct and has been prepared in good faith, the information is subject to change and no representation or warranty is given as to the accuracy or completeness of the information. OneAdvanced does not accept any responsibility or liability for errors or omissions or any liability arising out of its use by external recipients or other third parties.

No information set out or referred to in this document shall form the basis of any contract with an external recipient. Any external recipient requiring the provision of software and/or services shall be required to enter into an agreement with OneAdvanced detailing the terms applicable to the supply of such software and/or services and acknowledging that it has not relied on or been induced to enter into such an agreement by any representation or warranty, save as expressly set out in such agreement.

The software (if any) described in this document is supplied under licence and may be used or copied only in accordance with the terms of such a licence. Issue of this document does not entitle an external recipient to access or use the software described or to be granted such a licence.

The development of OneAdvanced software is continuous and the published information may not reflect the current status. Any particular release of the software may not contain all of the facilities described in this document and / or may contain facilities not described in this document.

OneAdvanced Group Limited is a company registered in England and Wales with registration number 05965280 whose registered office is at The Mailbox Level 3, 101 Wharfside Street, Birmingham, B1 1RF.

A full list of its trading subsidiaries is available at www.oneadvanced.com/privacy-policy/

1. Engagement Module Introduction

Subject
Important: Bringing Performance and Engagement Closer - Performance & Talent

As you know, for the last *[insert period of time]* we have used the Performance & Talent system for performance and development purposes. This has allowed us to record objectives, feedback and conversations relating to performance and personal development. During the period we have had the system we have seen:

[list benefits relevant to your organisation - some examples below]
- X% increase in the number of recorded conversations
- X number of pieces of feedback provided to colleagues
- Demonstrable link between individual objectives and organisational objectives

New Features

Given the success of the Performance & Talent system, we are expanding the use of the platform to include new engagement features. The system offers us three new features which we will be rolling out over the course of the coming weeks and months:

Suggestions Box
Employee Custom Surveys
My Mindspace (Engagement and Wellbeing Pulse Check)

We'll tell you more about each of these very soon - look out for further communications.

Why are we introducing these new features?

Ultimately, we believe employee engagement is all about helping people develop and perform to their full potential. The more engaged we all are in our jobs, the more productive we are and the more fulfilled we feel - a win:win! Any of your observations can then feed into conversations with your line manager and objectives.

The engagement features will allow you the chance to:
- make suggestions
- raise concerns
- reflect on how you're feeling
- provide feedback on company initiatives, engagement, etc

What's Next?

You will receive further communications as we start to roll out the engagement features on the Performance & Talent system. These communications will provide you with more detail on each feature in turn.

Kind Regards,

2. Suggestion Box

Subject

Important: Launch of Suggestion Box on Performance & Talent

Following our previous email introducing you to the new features available on the Performance & Talent system, we are delighted to let you know we are now in a position to roll out the Suggestion Box feature.

What is the Suggestion Box feature?

This new 'always-on' feature of the Performance & Talent system provides you with the opportunity to raise ideas, concerns, feedback or give a shout-out to colleagues (specifically groups who you can't give personal feedback to).

While we advocate open and honest conversations, we appreciate there may be times when you would rather raise a suggestion anonymously. As such, the Suggestion Box feature has been set up to allow you the opportunity to raise suggestions anonymously if you wish to. We hope helps you raise suggestions in confidence.

We are very keen to get your view of the organisation and hear your ideas and believe the Suggestion Box is an easy way to capture these.

How to use the Suggestion Box?

From *[insert date]* you will see the 'Suggestion Box' option in the top right of the Performance & Talent platform on your Home Screen. Simply click on this and complete the very short two-part pop-up form that appears:
1. Select your Suggestion Type
2. Provide the relevant suggestion details
3. *[if you have switched on the anonymity option]* You can then choose whether to provide this feedback anonymously by checking the box under the Suggestion detail box. By leaving this box unchecked, your details are visible on the Suggestion Box report.
4. Click on the Save button

What happens to suggestions submitted?

On a regular basis, the *[insert relevant team name]* will download and review a report from the Performance & Talent platform. This report details the following information:
- First Name*
- Last Name*
- Reference Number*
- Email address*
- Date of submission
- Suggestion Box details
- Suggestion type

*these details are not provided if the suggestion was submitted anonymously

[insert the detail of how your organisation will manage/progress suggestions]

Next Steps

The [insert relevant team] are finalising the launch of the first survey. Look out for an email landing in your inbox

We look forward to reviewing your suggestions.

Kind Regards,

3. Clinical Risk Management

3. My Mindspace

However, not all departments agree that hybrid is the way forward and finance teams appear to be at odds with most of their colleagues, with eight out of ten telling us they are more effective when working in the office than remotely, and 60% saying they have trouble accessing finance software from home. Also, half of the finance professionals we talked to in our survey told us they don't think the data they currently have access to, is accurate. Accuracy is key to making well-informed decisions, particularly in challenging economic times. Out-of-date. and approximate data could lead a business in the wrong direction very quickly and when tough decisions need to be made, there is no room for error.

Subject

Important: Launch of My Mindspace on Performance & Talent

[If relevant] Following the successful launch of the *[insert Engagement tool feature(s) details]* on Performance & Talent, we are now delighted to confirm the launch of the My Mindspace tool as part of the Engagement feature set on the platform.

What is the My Mindspace feature?

My Mindspace encourages you to think about how you're feeling at work.

This is a monthly checkpoint which helps you think about intrinsic factors such as motivation, autonomy and wellbeing. After responding to three self-reflective questions and a fourth multiple choice question, you will receive a summary with prompts for action. All of this is with a view to helping you maximise your work engagement and get the most out of your time at work.

How to use My Mindspace

Once activated on the platform, you will see the My Mindspace icon in the top right of your Home page. By clicking on this you will be presented with the first question. Select the appropriate response to the question, based on the scale. Having responded to the first three questions, a fourth question will appear which requires you to select the appropriate responses from a list of options relating to improving your motivation at work.

After responding to the four questions, you will get a summary of your responses with some prompts for action based on your responses to the first three questions. The summary will also show the percentage of respondents who selected the same options to the fourth question. We encourage you to reflect and take appropriate action to increase your own personal work engagement level. Think about sharing your experiences in the Suggestion Box so other colleagues can benefit from your learning. You will be able to submit your responses again 30 days following your last completion.

What happens to the responses?

First and foremost, the responses to the My Mindspace questions are anonymous. The platform records the responses and provides administrators with a rolling 30-day dashboard which shows the aggregated responses at an organisational, department and team level, along with an overall engagement rating for the organisation.

Next Steps

As an organisation we will [insert details of how you intend to use the My Mindspace data], with a view to encouraging you to improve your level of wellbeing and work engagement. In addition, as an organisation, we will be able to monitor the factors which will increase the aggregate scores.

We look forward to sharing more information about the My Mindspace data in due course.

Kind Regards,

4. Custom Employee Surveys

Subject

Important: Launch of Custom Employee Surveys on Performance & Talent

[If relevant] Following the successful launch of the *[insert Engagement tool feature(s) details]* on Performance & Talent, we are now delighted to be able to confirm the launch of the Custom Employee Surveys tool as part of the Engagement feature set on the platform.

What is the Custom Employee Survey feature?

The employee survey tool allows us to send out customised surveys to get an understanding of engagement levels and gather quantitative feedback on key aspects of the business and employee well-being.

As well as being able to send company-wide surveys, the survey feature also allows us to target certain parts of the business for short pulse surveys between the full surveys.

Surveys are another opportunity for you to tell us how we're doing on the important things, such as leadership, communicating, engagement levels, etc.

How to use the Custom Employee Survey feature

Surveys will be designed and launched out to relevant employees. It's really important you take this opportunity to provide us with your feedback and provide as much detail as possible to tell us how we're doing.

If you are asked to complete a survey, you will receive an email from the Performance & Talent platform with full instructions. Please take note of the Deadline date and submit your responses as soon as possible. Once the survey deadline is past you will no longer be able to have your say.

What happens to the survey responses?

First and foremost, the responses to any survey are anonymous and individual responses cannot be traced back to you. Managers will only see collated data for groups of 5 or more respondents.

Once all the responses have been returned, we will *[insert detail of what you intend to do with the survey results: share company-level data with the senior leadership team, share department level data with the departmental management teams, where possible share team-level data with individual team managers, identify project teams to target certain trend areas, etc.]*

Next Steps

The [insert relevant team] are finalising the launch of the first survey. Look out for an email landing in your inbox

We look forward to sharing more information about the surveys in due course.

Kind Regards,

oneAdvanced

Powering the world of work

Our business software is the trusted choice for critical sectors, including healthcare, legal services, and education. We keep the world of work moving.

Speak to our expert consultants for personalised advice & recommendations, & get support on the products you are interested in.

Contact us

📞 +44(0) 330 343 4000   🖥 www.oneadvanced.com   ✉ hello@oneadvanced.com