

Engagement Module: User Training

Performance & Talent

How it works



The screenshot shows a 'Suggestion box' window with a blue header and a close button. The main text states: 'Your suggestions are valuable to help us to continuously improve, and will be reviewed centrally.' Below this is a 'Suggestion Type:' dropdown menu currently set to '- Please Select -'. A large text area for the 'Suggestion:' is provided. At the bottom left, there is a 'Give Anonymously' checkbox. At the bottom right, there are 'Save' and 'Cancel' buttons. In the foreground, there is a small dashboard showing three metrics: 'Energy' with a score of 4.6 and a flame icon, 'Purpose' with a score of 4.3 and a fist icon, and 'Immersion' with a score of 2.5 and a head icon. Each metric has a brief description below it.

Metric	Score	Description
Energy	4.6	My work energises me
Purpose	4.3	My work gives me a sense of purpose
Immersion	2.5	I enjoy being immersed in my work



Suggestion Box

Discover and amplify your voice. Provides a safe place for you to voice ideas, suggestions or concerns.



My Mindspace

Empowers you to reflect on how you're feeling at work. A quick monthly check-point which helps you think about intrinsic factors such as motivation, autonomy and wellbeing while also providing insights to HR



Custom Employee Surveys

Allows our organization to gather point-in-time employee feedback on engagement, company initiatives, or employee wellbeing.

Suggestion Box



What Is It?

Discover and amplify your voice

This 'always-on' feature allows you the opportunity to have your say: share ideas, concerns or congratulate others for their great work. It's very quick! You can even do it anonymously.

The screenshot shows a 'Suggestion box' form. At the top, there's a header with a printer icon and the text 'Suggestion box'. Below this is a blue bar with the title 'Suggestion box' and a close button. The main content area contains the text: 'Your suggestions are valuable to help us to continuously improve, and will be reviewed centrally.' followed by a 'Suggestion Type:' label and a dropdown menu with '- Please Select -'. Below that is a 'Suggestion:' label and a large text input area. At the bottom left, there's a checkbox labeled 'Give Anonymously'. At the bottom right, there are two buttons: 'Save' (pink) and 'Cancel' (grey).

Submitted Suggestions

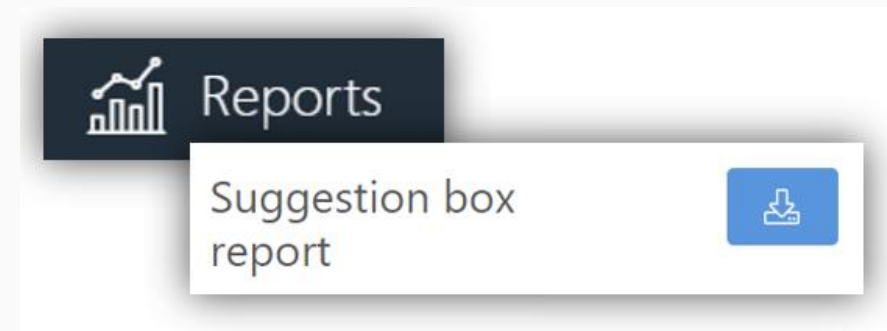
Regularly reviewed for consistent themes

The system administrators will generate reports of suggestions on a regular basis and share these reports with the relevant team

How To Use It

It's quick and easy to raise a suggestion

Find the Suggestion Box icon in the top banner of the Home screen, select the suggestion type. Type the details and select if you want to give the suggestion anonymously. Press 'Save'.



My Mindspace

What Is It?

Monitor and boost my work engagement and wellbeing

A conveniently short survey allowing you to think about your energy, purpose, immersion and motivation relating to work. Get in-the-moment responses and prompts to boost these factors



How To Use It

Take the short survey on a regular basis

It couldn't be easier to complete! Clicking on the My Mindspace tick in the top-right of the Home screen will start the initial three scaling questions. The fourth question requires you to select factors that will positively impact my workplace motivation. You'll then see suggested actions to improve your work engagement and wellbeing

What Happens Next?

Individual, team and organisational responsibility
We are all responsible for workplace engagement and wellbeing. Individually, take stock of the prompts at the end of the short survey. Administrators and managers are able to see aggregated scores for the organisation or their team as per their platform permissions. Wider discussions and initiatives may be prompted based on these aggregated scores.

Org Unit	Energy
Overview	4.6
Marketing ✕	3.6
Sales ✕	4.9



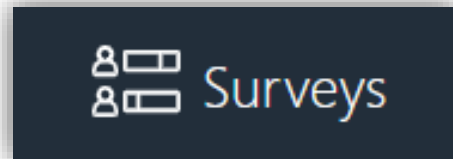
Custom Employee Surveys



What Is It?

An opportunity to share how I feel

Respond to custom-made surveys via the Performance & Talent platform



2020 Workplace Wellbeing Survey

01. Exercise is an important part of our work lifestyle. In which of the following company activities do you regularly participate (at least three times per month)?

- ☐ Meditation Monday
- ☐ Tennis Tuesday
- ☐ Walking Wednesday
- ☐ Table Tennis Thursday
- ☐ Friday Friday

You have been completed 1 of 2 questions

Cancel Next ->

How To Use It

Share your view of work

You'll receive an email if you're invited to take part in a particular survey. From the Survey menu option click on the available survey within the time frame set for responding. Please respond to all questions at one time. At the end of the survey, click on the Save button to submit . Please note, you cannot edit your responses after they have been submitted.

What Happens Next?

Analysis and action

We appreciate the time taken to complete surveys and the insights they give us on how you view the company. We will take the time to analyse the responses to each survey sent out and look for opportunities at an individual, team, department and organisation level to make improvements.



A thick, flowing orange ribbon graphic that starts from the top right, loops around, and extends towards the bottom right corner of the slide.

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