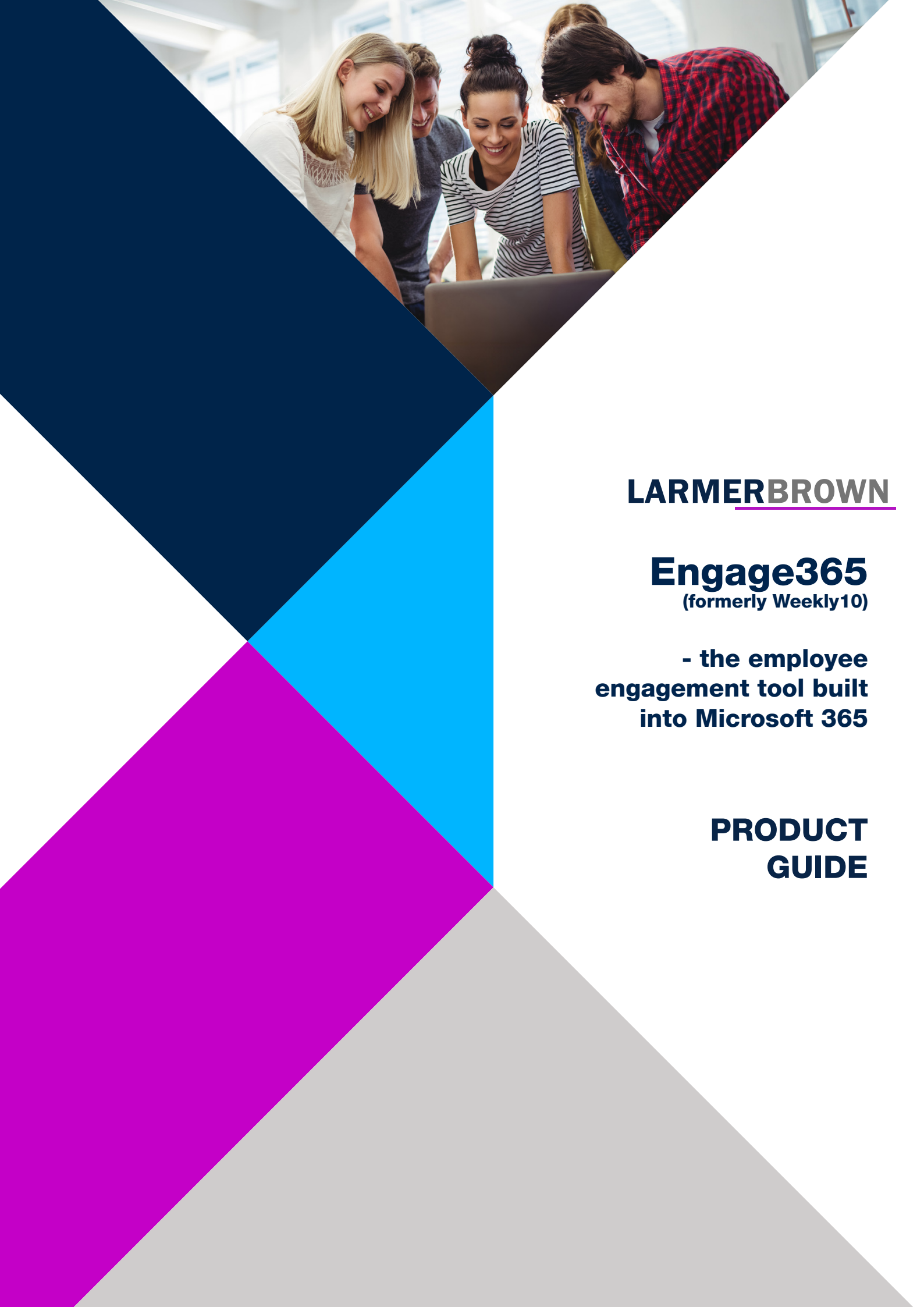




**LARMERBROWN**

**Engage365**  
(formerly Weekly10)

**- the employee  
engagement tool built  
into Microsoft 365**

**PRODUCT  
GUIDE**



# **AN INTRODUCTION**

# **TO Engage365**

Engage365 is an employee engagement solution that's designed to ensure people feel valued and engaged with the employee check-in— a framework for regular two-way feedback and reflection, coaching and recognition.

Built for Microsoft365, Teams, and Outlook, Engage365 provides a framework for success through everyday support, enabling you to foster well-being and aid progress towards employee goals that impact the entire organisation.

Elevate and improve engagement with the Engage365 employee check-in, providing quality employee insights without pulse surveys. Regular check-ins between employees and their manager boost engagement and ensure everyone is working in alignment with two-way feedback. AI sentiment analysis across check-ins ensures Managers can view the 'larger picture' and can address people engagement intelligently.





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# THE BASICS

## How does Engage365 work

### 1. Employee check-ins -

Engage365's weekly check-ins create the regular space and time for employees to touch base with managers and stay up to date with progress.

### 2. Feedback -

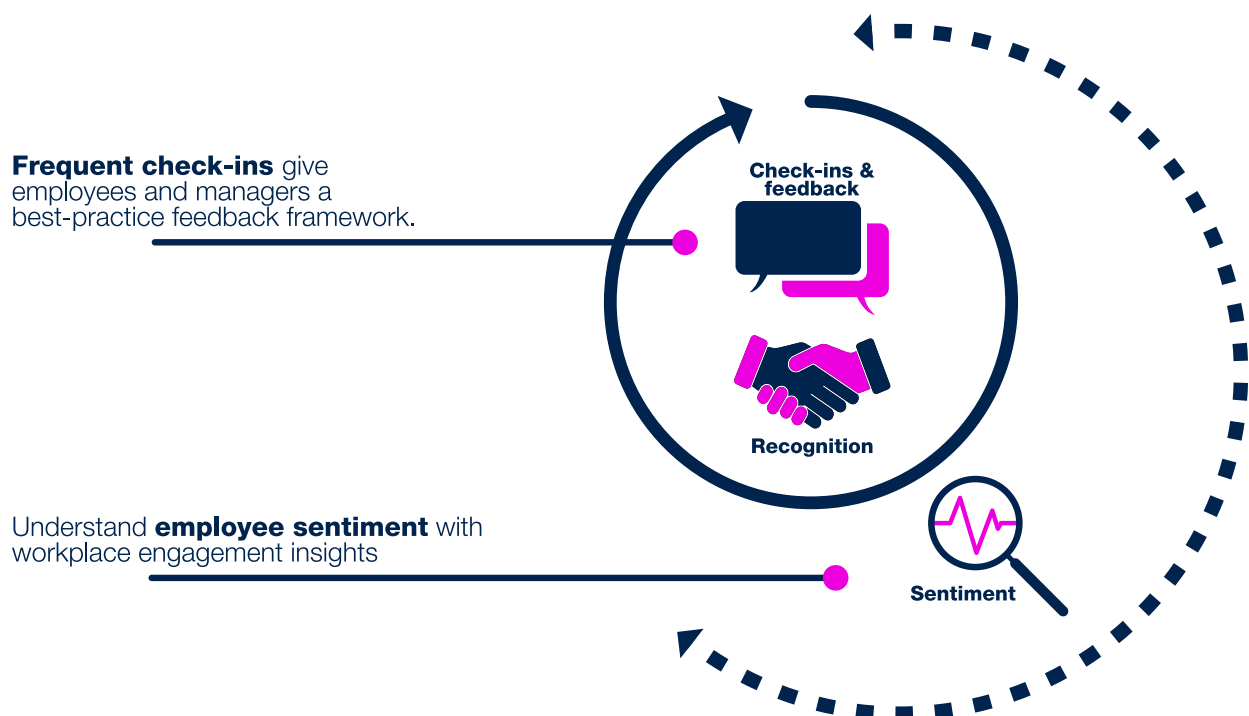
Engage365 provides the framework for managers to give specific, honest feedback and coach employees when its needed.

### 3. Employee recognition -

The @ mentions feature in your check-in reminds your people to say thank you and call out the great work of their colleagues.

### 4. Engagement insights -

Data on employee engagement from across the organisation is collected. Engage365 utilises AI and sentiment analysis to provide insights, assisting you in understanding your organisation's status, predicting employee turnover, and forecasting engagement and behaviours.



# Engage365

## FEATURES



### Blend engagement and performance with an employee check-in

Engage365's employee check-in creates the regular space and time for your people to boost their engagement and performance. **And it only takes 10 minutes.**

Employees are reminded to conduct their check-in regularly, answering questions related to their current workload, collaboration, and potential blockers, and leaving space for their manager to respond and give feedback, quickly.

- **Consistent, real-time feedback** - The employee check-in makes it easier and quicker to give and receive feedback that's specific and timely. This builds trust and deepens your employees' sense of belonging. Employee check-ins also give you real-time insights into company mood so managers and senior leaders can resolve issues before they escalate.
- **Continuous Support** - A regular employee check-in means you are recording personal successes, challenges and goal progress every time you check in. This reduces time and anxiety around performance reviews because of continuous 2-way feedback between an employee and their manager. Engage365 check-in software moves you away from traditional performance reviews to best-practice, continuous performance management.
- **Early Warning System** - Check-ins work as an early warning system for when things aren't quite right. The regular updates help managers to quickly see small changes in behaviour or productivity that would otherwise go unnoticed.
- **AI-coached manager feedback** - Managers can rely on the AI coach to get guidance on how to provide productive and non-judgemental feedback to employees. They are also assisted in formulating the feedback to ensure grammatically correct and clear responses.



## Power your business with employee feedback software

Engage365 encourages responses to employees' regular check-ins, and managers are supported to **give timely, specific, and honest feedback** to their team.

Engage365's **employee feedback software helps you to start meaningful conversations** that supports all your people to understand how they're doing. Giving someone a voice is easy. Listening and acting create impact.

- **Action in real-time** - Employees can raise concerns or discussion points through check-ins rather than waiting for their next catch up. This gives managers a chance to give feedback, answer questions and resolve issues before they have a chance to escalate.
- **Support managers in giving feedback** - Engage365 feedback software gives managers the platform to coach employees through their most pressing challenges and improve performance in real time. Managers and employees can raise discussion points immediately rather than waiting for their next face-to-face opportunity. This helps your business be more proactive and flexible to change.



## Employee recognition software that unlocks a culture of recognition and success

Make sure your employees feel seen for their hard work with a dedicated employee recognition platform. Create a workplace culture that celebrates continuous improvement and shine a light on the champions with workplace recognition that feels genuine because it's from your peers. Engage365's recognition dashboards help managers identify future superstars and team players who may otherwise go unnoticed.

- **Spotlight great work** - Boost morale and cross-company collaboration by reminding your employees to say thank you or call out the great work their colleagues are doing during their regular check-ins.
- **Employee recognition dashboard** - The employee workplace recognition dashboard shows you who's continuously going above and beyond for their colleagues and your business. It helps to build great culture too when cross-function teams start recognising their project peers.
- **Recognition through Teams** - Push kudos notification to a Microsoft Teams Channel for public workplace recognition and to encourage more @mentions and employee recognition across the company.



## Understand employee sentiment with workplace engagement insights

Engage365 tells you uses short, frequent, and regular employee surveys to measure their real-time sentiment, engagement, and well-being. Utilising **AI-powered employee sentiment analysis** without cumbersome surveys provides managers with real-time insights. Details such as context and tone of voice, provide measurable scores.

Employees feel seen and heard, all while building their portfolio of performance successes. Sentiment is a by-product of their check-in.

- **Understand how people are really feeling** - AI analyses the context and tone of the employee's voice during their check-in. Real-time data is converted into a score that can be measured against five key pillars of feeling engaged at work.
- **Improve team engagement** - Compare insights across teams and regions and use these insights to understand what's working and what's not. This allows you to make swift changes that can help your organisation avoid major fallouts.
- **Trends can predict future behaviour** - Use employee insights trend data to predict future engagement and behaviours. Tracking behaviours and engagement over time enables you to see the impact of company events, acquisitions, or world news to predict how your people will react in the future.
- **AI-powered insights for better decision-making** - Insights from across their team help managers act when it's needed, while strategic business decisions can be made based on AI-powered sentiment analysis from across the organisation.
- **Data at your fingertips with our Copilot integration** - Engage365's integration with Microsoft Copilot means that sentiment data can be accessed and processed by Copilot. Ask Microsoft Copilot about the sentiment across the organisation and get the insights you need to inform your decisions. And don't worry, all data is safely processed and only served to the people with the appropriate permission levels.





## **Stay connected with the employee engagement and performance mobile app**

The engagement and performance mobile app makes it easy for your employees to stay in touch with their manager and continue working towards goals with the employee check-in mobile app. It's frequent and fast, effortless and rewarding. Further information about the mobile app is available on our separate datasheet.

## **Fully integrated into Microsoft**

Engage365 is an employee engagement system, completely integrated with Microsoft Teams allowing you to make the regular check-ins a natural part of people's workday. Entra ID (formerly Azure Active Directory) means users are managed in one central location for security and efficiency. Invitations for periodic one-to-one and performance discussions are automated with the Outlook calendar sync. Utilising Microsoft Azure OpenAI, get AI-powered manager coaching, OKR recommendations and skills mapping.

Engage365 is available as an app in Microsoft Teams, on mobile, and on web.

## **Perform365**

Perform365 can be added on to Engage365 to further enhance your employee engagement. Perform365 is a performance management software that makes quality, connective performance conversations part of your everyday workplace culture. Further information about Perform365 is available on our separate datasheet.

## **About Larmer Brown**

Larmer Brown has provided change management and learning solutions to corporate clients since 1984. We are a Reseller and Services Partner for Zensai's Human Success Platform incorporating Perform365, Engage365 and Learn365. We offer specific expertise and support around the implementation of the full suite of tools, for Learning and Development initiatives. For more information about Perform365, please contact our Sales Team.