



LARMERBROWN

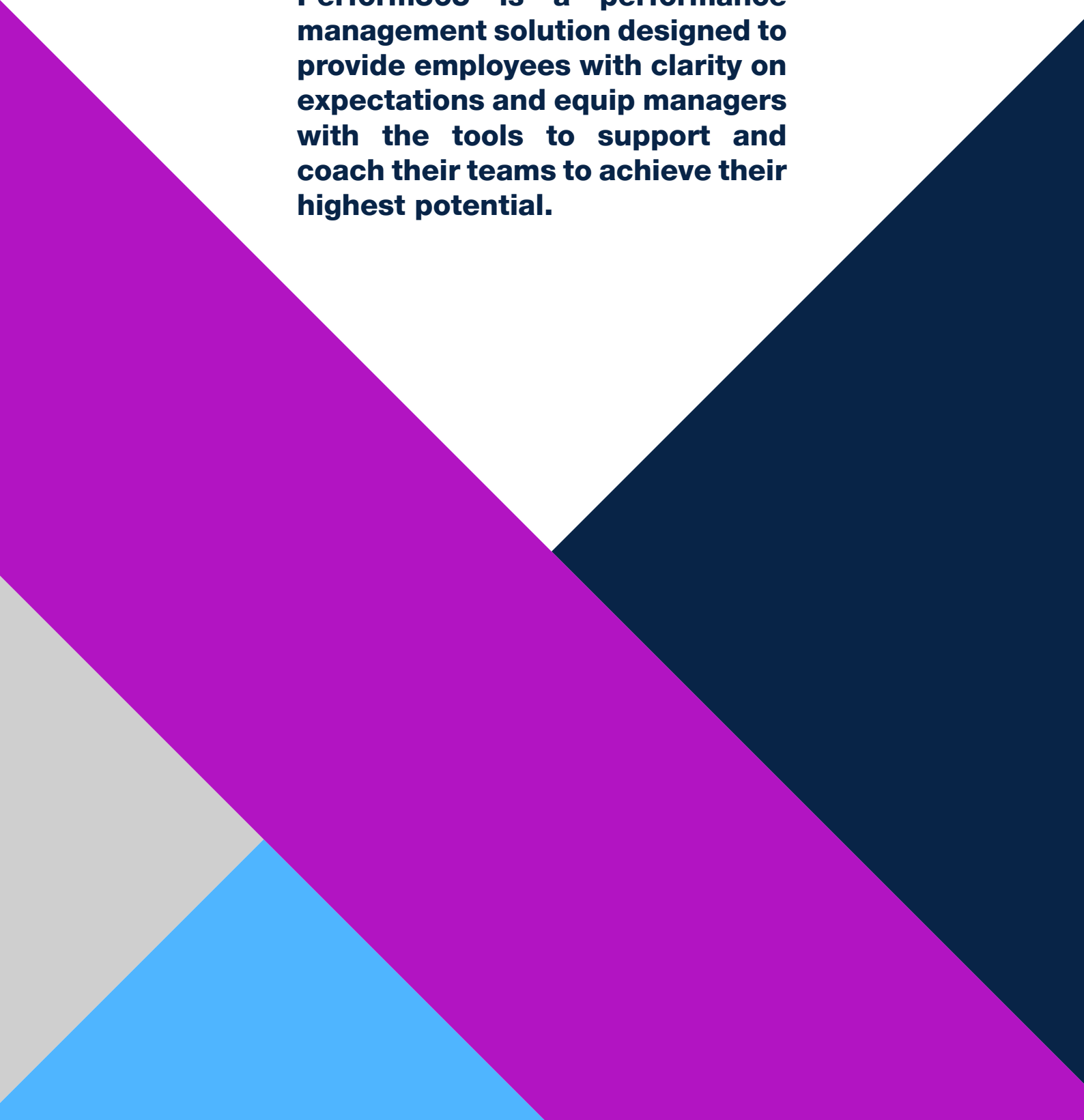
Perform365
(formerly Weekly10)

**- the performance
management software
built into Microsoft 365**



AN INTRODUCTION TO Perform365

Perform365 is a performance management solution designed to provide employees with clarity on expectations and equip managers with the tools to support and coach their teams to achieve their highest potential.





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THE BASICS

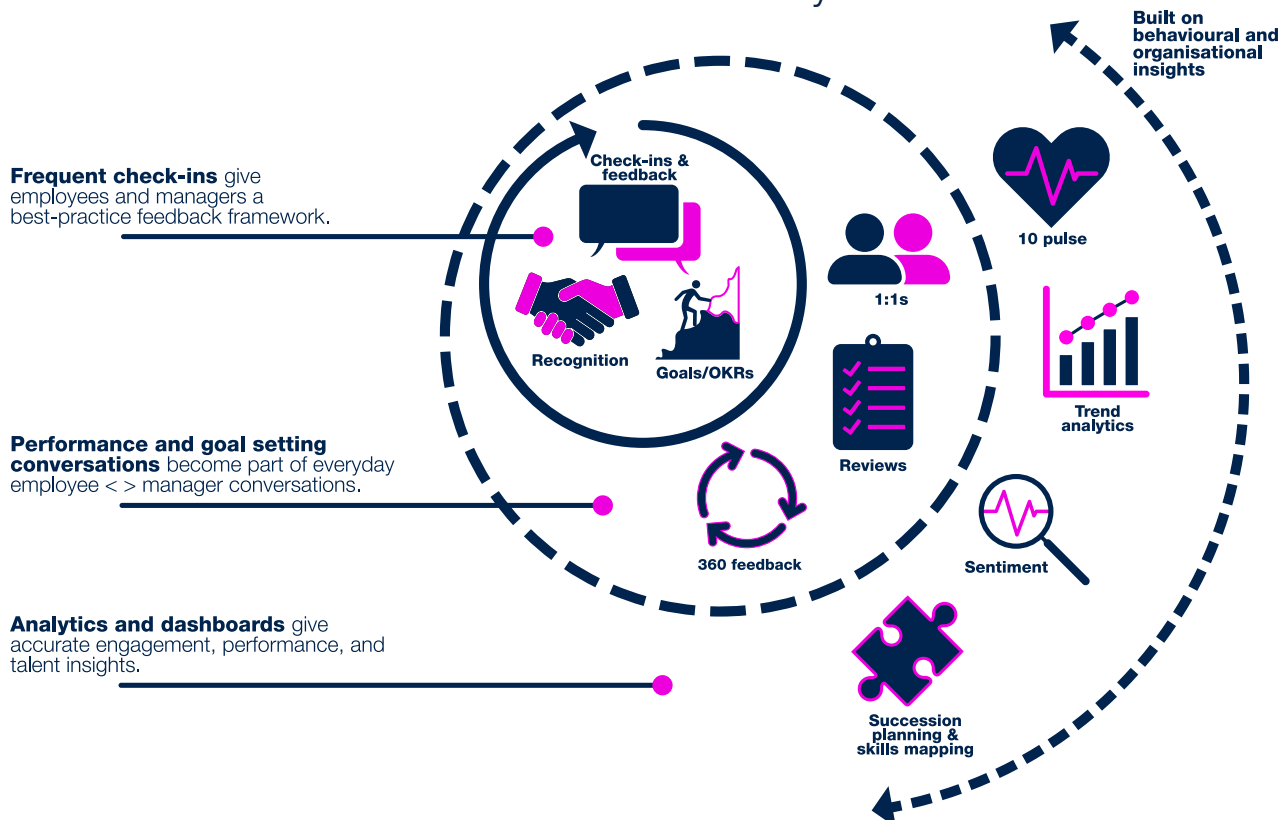
Built for Microsoft 365, Teams, and Outlook,

Perform365 makes quality, connective performance conversations part of your everyday workplace culture.

Support success by offering clear goals and an efficient check-in process. Foster self-accountability among employees for performance and development. Make it possible for managers to identify high performers and address concerns proactively.

How does Perform365 work?

1. **Individual goals/OKRs** - clear and aligned to business objectives and guided by AI suggestions.
2. **Feedback** - feedback from peers, managers, leaders, and external resources gives a holistic perspective for conversations.
3. **Performance** - up to 90% less admin for performance management, reviews and ad-hoc conversations. Employ AI summarised performance reviews for further automation.
4. **Analytics and dashboards** - give accurate performance and talent insights and get the full picture fast with AI powered analytics.



Engage365

The full Engage365 employee engagement tool is incorporated into Peform365. 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. Engage365 includes:



The employee check-in framework - Engage365 employee check-in creates the regular space and time for your employees to boost their engagement and performance. And it only takes 10 minutes.



Peer to peer feedback capabilities - Engage365's employee feedback software allows you to start meaningful conversations that help all your people to understand how they're doing. The best practice framework in Engage365 encourages responses to employees' regular check-ins, and managers are supported to give timely, specific and honest feedback to their team.



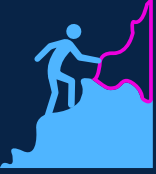
Employee recognition tool - Make sure your employees feel seen for their hard work with a dedicated employee recognition platform. Create a workplace culture that celebrates continuous improvement and shine a light on the champions with workplace recognition that feels genuine because it's from your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



Workplace engagement insight tracking - Engage365 provides real-time engagement data through AI-powered employee sentiment analysis. Your employee's sentiment insights come from the updates they submit as part of their regular check-ins - the context and tone of voice is analysed, turning that into a score you can measure. This ensures that your employees feel seen and heard because they're starting a two-way conversation between them and their manager, not completing a survey.

Further information about Engage365 is available on our separate datasheet.

Perform365 FEATURES



Make progress on key objectives with OKRs and SMART goals

Keep employees and teams aligned to company objectives and focused on the tasks that will make the most impact with OKR software built for Microsoft Teams. **Perform365 supports goal setting using the OKR and SMART goals frameworks.** Choose one framework for your organisation to achieve more with goal setting. You can also use both frameworks in combination to prioritise the goals that matter most while aligning with company objectives.

* OKR (Objectives and key results) and SMART (Specific Measurable, Achievable, Realistic, Timely)

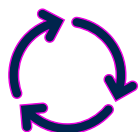
- **Set goals aligned with your business strategy** - OKRs show employees the direct impact that they have on high-level objectives. Strategic objectives are aligned from the CEO to the newest employee.
- **Keep objectives top of mind** - Employees are reminded of their OKRs each time they check-in to Perform365. This keeps employees focused on their deliverables and clear on their contribution to the company's success.
- **Real-time OKR tracking** - Managers have real-time visibility into their team's objectives and current performance indicators with frequent check-ins and OKR tracking.
- **Flexibility to shift focus** - The Perform OKR software allows for flexibility and swift shifts towards improvement and alignment. If company objectives change and current OKRs are no longer relevant, objectives can be updated in just a few clicks.
- **Keep it SMART** - Set up goals that lead people towards progress. When employees complete their check-in, they're reminded of their goals. This keeps goals top of mind and gently nudges them to refocus. The SMART goal software helps admins and managers to understand progress versus expectations and keeps everyone aligned.
- **Real-time insights into performance** - With this SMART goal setting tool, managers have full visibility of their team's goals and performance and can follow the progress with frequent check-ins. Real time insights allow managers to step in early with an action plan for under-performers and set stretch targets for overachievers. With goal roll-up, teams can also see the impact goals have on the broader objectives.
- **Use GOALS to support how you work** - Make goals public, team or private and enter them into your team's flow or work seamlessly. Use them for one-off project launches, individual contributor goals, or in any way that suits the needs of the company.



Performance reviews for your employees

Conversations like **performance reviews, probation, one-to-ones, goal-setting meetings, and development planning** are supported by a best-practice framework and informed like never before with a vast amount of data from the frequent employee manager check-ins. Automation and AI insights take away the manual burden and help you focus on what matters most: your employees and their success.

- **Automate your performance management admin** - Perform365 makes it 90% quicker and easier to prep for reviews and appraisals. Rely on flows to schedule meetings at appropriate times and pull in history, feedback, goal progress, and more, into the conversation agendas, streamlining your performance reviews.
- **Evidence-based goal tracking** - Perform365 encourages employees to update their goals regularly to keep track of progress. This means you have data to understand how everyone is performing against their goals. This keeps conversations about past and future performance evidence-based, efficient and focused on growth.
- **Holistic performance reviews** - All the historic data you need is ready to add to your performance review agenda at the touch of a button. That includes feedback managers have given, OKR tracking, pass-ups, 360 feedback and peer recognition.
- **Informed career and development planning** - Dynamic review templates enable you to pull in employee feedback, goal progression data, training history, certifications and talent mapping output to understand where in their journey employees are. Use this during your sit downs to make informed decisions about people's career and development plans.



Get the full picture with 360 feedback

360 feedback is a way for individuals to understand their personal strengths and weaknesses, using input from those who work with them the most. With Perform365, you get access to best practice 360 feedback software that can transform the progress and culture of your team, allowing you to build trust and accountability in your team, pinpoint broken processes, and identify training needs swiftly.

- **Feedback from different perspectives** - Make your performance management process more objective, targeted and effective by gathering feedback from peers, managers and leaders to give you a holistic perspective for appraisals – you can even get feedback from external sources, including customers and suppliers.

- **Better performance conversations** - Managers have a well-rounded and fuller view of an employee's performance and contributions with 360 feedback software that leads to more effective performance conversations.
- **Automatically draw feedback into reviews** - Include detailed or summarised 360 feedback in performance reviews with a simple click of a button.
- **Use the feedback for personal development** - 360 feedback isn't just for performance - it's a great way to support personal development. Your employees and their managers can use the feedback as agenda items, conversation ideas, or to help career progression. Alternatively, managers can use 360 feedback as a high-level talent development tool, to share summaries versus details with employees.



Performance tracking and insights

Perform365 helps you set and achieve smart goals, give and receive feedback, recognise achievement and analyse progress.

Perform365 works with Microsoft Teams, Slack, Salesforce, and more, to make measuring employee performance easy and pain-free in the tools you use every day.

- **Holistic performance insights at the touch of a button** - With Perform365 all the data you need is ready for your review at the touch of a button. That includes feedback you've given, OKR tracking, pass-ups, 360 feedback and peer recognition.
- **Identify best-practice performance** - Easily compare the sentiment of teams that are over-performing to those that are lagging. Employee trend data helps you to understand the root cause and make decisions based on facts, not speculation. It gives you the data you need to make changes for a quick result.
- **Streamlined succession planning** - There's more to succession planning than 9-box or talent mapping. Perform365 offers a more holistic picture of your future leaders by layering regular manager insights, peer feedback and 360 feedback with performance conversations and goal tracking. Use this to plot your employee's potential, to see where their strengths lie versus company strategy and to identify where skills might need to be developed or hired.



Guide success with talent mapping and succession planning tools

Firstly, fast-track your superstars and find your hidden gems. Then grow and retain them with our suite of talent mapping tools that keep employees engaged and performing.

- **Use talent mapping to help employees grow** - The employee check-in delivers rich employee feedback and performance insights at a regular cadence that helps you spot where your best people are, no matter where or how they work. Additionally, plan out career paths and identify who needs support all thanks to regular, timely feedback and continuous performance management.
- **Easily identify and shape future leaders** - There's way more to succession planning than 9-box or talent mapping. Instead, get a more holistic picture of your future leaders by layering regular manager insights, employee recognition, and 360 feedback with performance conversations and goal tracking.
- **Performance reviews that make an impact** - Employ talent mapping tools as a standalone or use them as part of your next performance conversation. Additionally, dynamic review templates enable you to pull in employee feedback, goal progression data, training history, certifications, and talent mapping output. This is a more robust and holistic approach that prioritises action and fuels growth.



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 by facilitating employee check-in from their mobile device. It's frequent and fast, effortless and rewarding. Further information about the mobile app is available on our separate datasheet.



Fully integrated into Microsoft

Perform365 is a performance management system completely integrated with Microsoft Teams allowing you to make goal setting and tracking a natural part of employee's workflow. 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.

Perform365 is available as an app in Microsoft Teams, on mobile, and on web.

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.