10 REASONS TO USE AN EMPLOYEE APP

Digital solutions that help you:
ATTRACT. RECRUIT. **ENGAGE.** TRAIN.

workvine

Latest news

Important • To acknowledge

An Employee Engagement App- 10 Decisions to Make Before You Start

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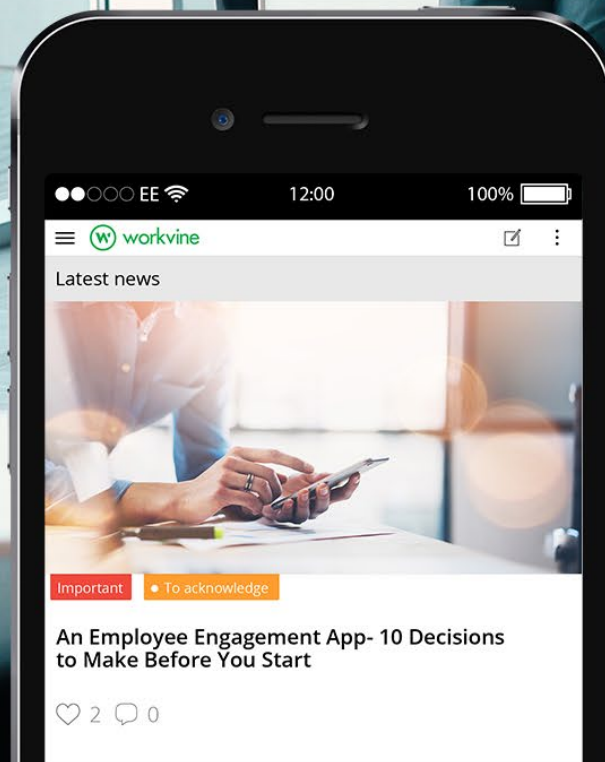
MAKE COMMUNICATION INSTANT

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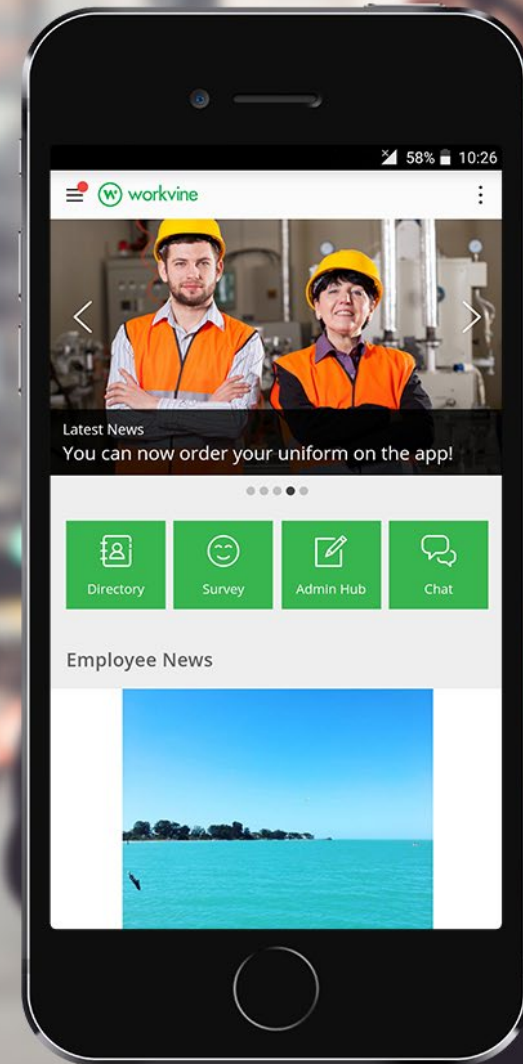
Health & Safety Updates **08**

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01. INSTANT NEWS UPDATE

"Communication and trust are the ingredients of a successful relationship."

- Tony Robbins

YOUR COMPANY NEWSFEED

Instant Updates, Likes, Comments

Sharing the latest news with all your employees just got easier, faster and more exciting. Whether it's news about your vision and values, a key promotion or even a birthday, you can now share it all in just a few clicks. Employees can comment, like and share, giving you valuable feedback.

'Acknowledge' & Instant Alert Feature

Got an important message you need all your employees to see or hear? Share it as a video message and simply turn on the 'Acknowledge' feature to track reach. Email and 'In app' alerts are built in for those sensitive messages that are urgent.

Employee Voice

Your employees' voice hasn't been forgotten either... they can also submit their stories to an editor for publishing.
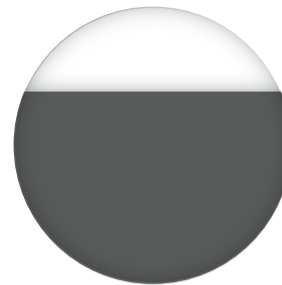
Subject / Audience Specific News Channels

It doesn't end there... You could create user specific news channels to keep your news as relevant as possible.
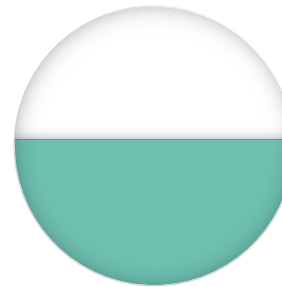
line manager

When identifying the biggest barriers to internal communication success, Gatehouse identified lack of line manager communication skills as the highest issue with 59%.

employees

64% of employees feel that their organisations should focus attention towards communicating strategy, values and purpose.

Source: Gatehouse

02. TRAINING ON THE GO

> "Motivate them, train them, care about them and make winners out of them. We know if we treat our employees right, they'll treat our customers right. And if customers are treated right, they'll come back."
>
> - J. W. Marriot
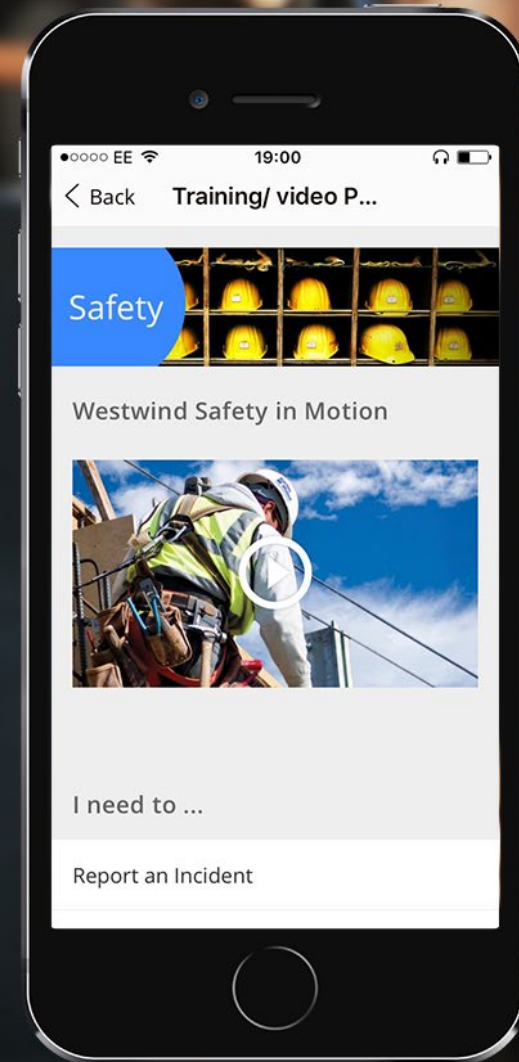
TRAINING SUITE

Training – Just A Few Clicks Away

Your in-app 'training suite' puts your orientation, safety, promotional, retraining, internship and refresher training within the reach of all your employees - anywhere, and at anytime.

Changing Legislation And Updates

You can also highlight changing policies, legislation or newly available elements of training in your suite in real time.

Video Or Document? You Decide

Whatever format your training takes (video, training manuals, Standard Operating Procedures), this can be captured and uploaded onto your app for easy access.

Train & Get Feedback

Not only can you unleash on-the-go training, but you can also track completion through built in forms and request feedback.
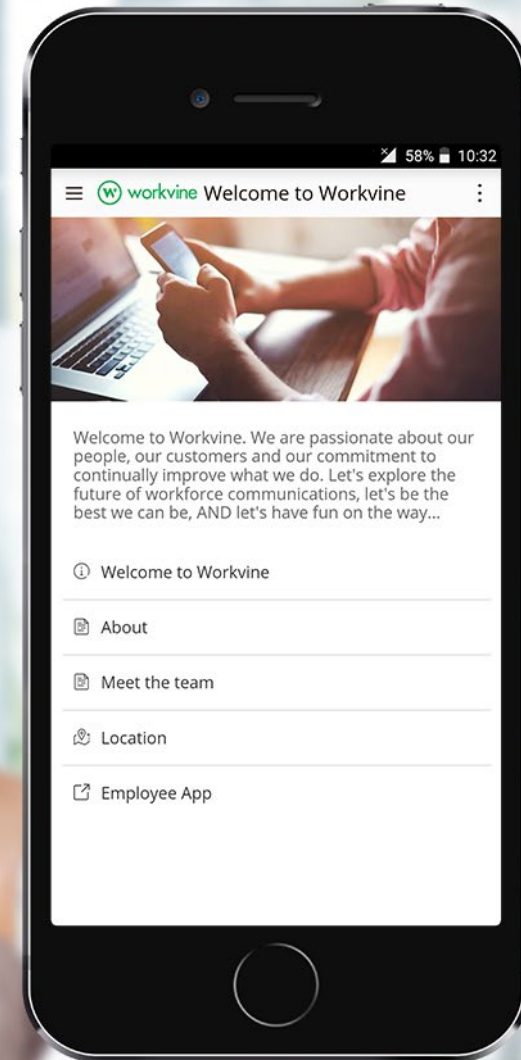
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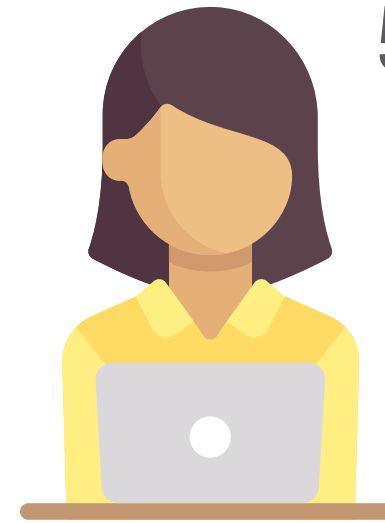
of **highly engaged employees** had received training within the past six months.

Source: Red Letter Days

03. New Employee Inductions/ Onboarding

> "What's worse than training your workers and losing them? Not training them and keeping them."
>
> -Zig Ziglar

Welcome New Employees

All Inductions Material On Mobile

Getting an induction pack to new employees, complete with company handbook and company policies, is as simple as uploading it on your employee app and letting users know it's there; safe, secure and always accessible.

Meet The Team Before You Meet The Team

New employees also get to put a face to a name long before the opportunity to meet them all ever occurs. Location and key contact details can also be uploaded onto the app, making onboarding easy.

Instruction Videos

Instruction and 'how to' videos can often come in handy in the early days as new employees settle into a new setting.

ONBOARDING HR INSIGHTS REPORT

A study of 264 employees published in the 'Academy of Management Journal' found that the initial 90 days of employment is pivotal to building rapport with the brand, business leaders and colleagues. When support levels were high from the business, new employees often had more positive attitudes towards their job and were more productive.

Source: CIPHR

Organisations with a standard onboarding process experience 54% greater new hire productivity.

Manager satisfaction increases by 20% when their employees have formal onboarding training.
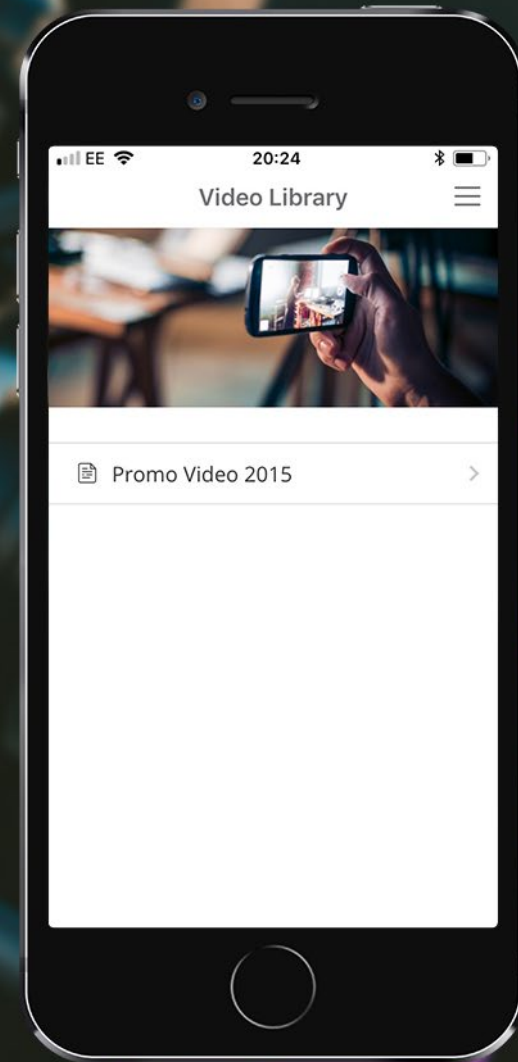
Source: Training zone

04. SHARE VIDEO CONTENT

"Film provides an opportunity to marry the power of ideas with the power of images."

- Steven Bochco

Sharing Video Just Got Easier

Messages From The Top

Whether it's sharing the company's vision, or updating the business on projections, wins and key promotions, video remans the best channel to use. With the employee app, all your employees will get consistent and engaging updates, no matter where they are.

All Your Videos, In One Place

The app not only allows employers to share videos, but to store them all under one roof, for easy and secure access. The employee app makes adding and updating video, and alerting users to changes a seamless process.

Connect Better

Did you know **"nearly 9 in 10 remote employees say that video helps them feel more connected to their colleagues"**. (IMCCA)

As technological dominance grows, so does the demand for video content within the workplace.

Engine Creative reported that **93%** of **internal communicators** see video as an important tool while HR Communications stated that 54% of employees expected to see video within their organisation.
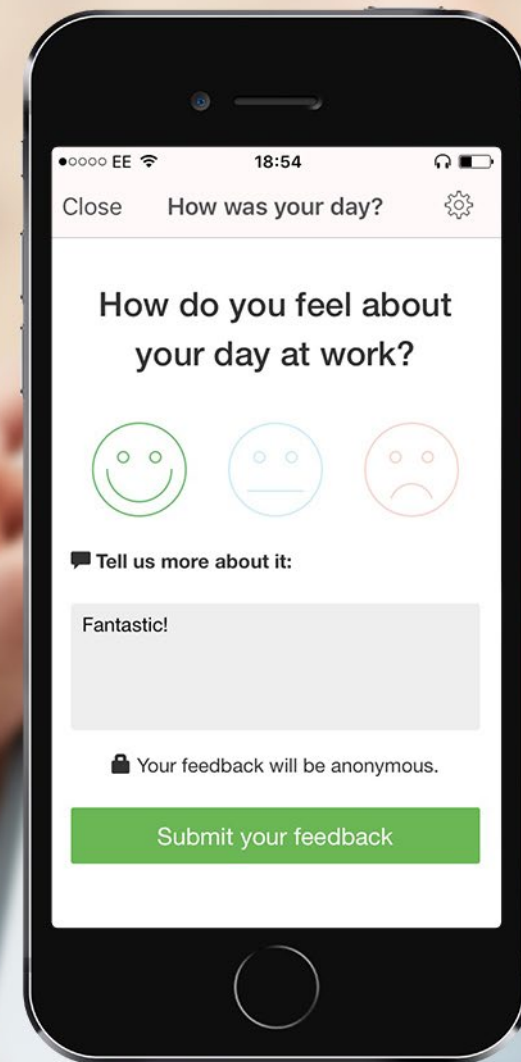
Even the written document is pushed to the side, with Forrester research showing that *75% of employees* are more like to watch a business video than read a written document.
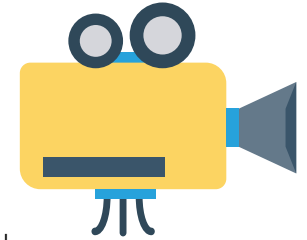
05. POLLS, SURVEYS AND FEEDBACK

"Feedback is a gift. Ideas are the currency of our next success. Let people see you value both feedback and ideas."

– Jim Trinka and Les Wallace

Ask For & Collect Feedback

Surveys

The employee app makes collecting feedback via 'likes', comments, surveys, suggestions boxes and completed forms so much easier. Simply launch the form, survey, poll or content you want to feedback on and invite employees to complete it. There are also built in mood indicator surveys, such as a quick 'How was your day' survey. You could even go one step further and deploy the Survey Monkey plugin inside your employee app, if you choose.

Reviewing Results

App administrators can easily see which surveys have had the most responses and crucially, who has responded. All survey results can also be exported to a CSV file for more in-depth analysis, if this is required.

Share Feedback

Feedback collection can often be the end of the line in many cases. The employee app will allow employers to share results and implementation programs that have resulted from surveys.

41% of line managers provide feedback on a regular basis.

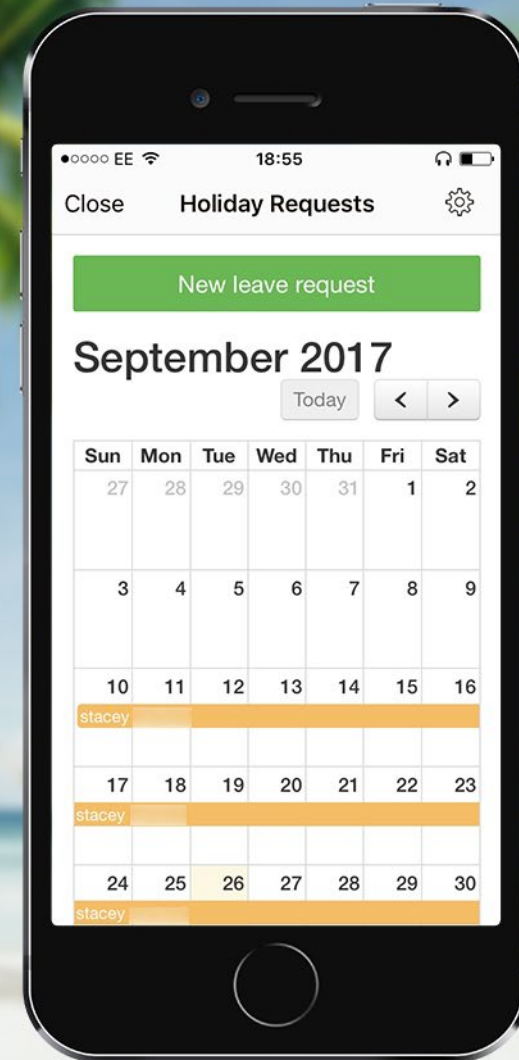**91%** of engaged employees feel that their opinions count

19% are disengaged employees

Source: CIPD

06. HOLIDAY REQUESTS

"Fatigue is the common enemy of us all – so slow down, rest up, replenish and refill."

– Jeffrey Holland

BOOKING HOLIDAYS VIA THE APP

Eliminate Holiday Forms & Paperwork

The Employee App makes booking holidays convenient for both employers and employees. Whether employees are at work, at home or out in the field, they will still be able to fill out a holiday request form and easily submit it.

Straight To A Line Manager Or HR

All completed holiday forms are automatically sent straight to HR or a line manager with an notification email also sent out.

Employees Can Track Their Holidays Too

The Employee App will let employees see which days they have booked off, which have been approved and which are pending. In addition, employees can also see a companywide holiday calendar which highlights free and unavailable holiday slots.

The average worker:

spends **90,000** hours at work over their lifetime ...

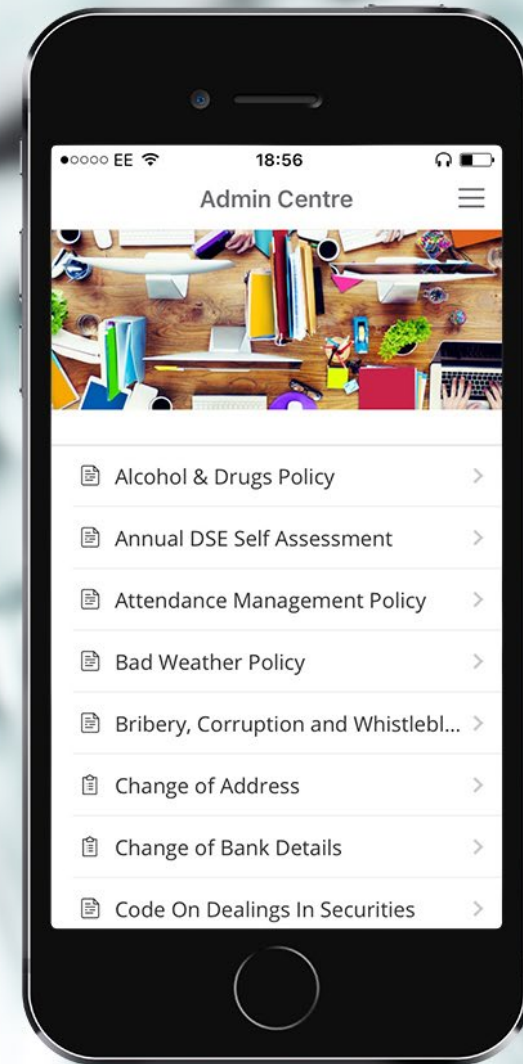...has **6** different job roles ...

... drinks **29, 328** cups of tea

07. ACCESS TO VITAL FORMS, DOCS AND ROTA

"Innovation comes only from readily and seamlessly sharing information rather than hoarding it."

— Tom Peters

A MOBILE ADMIN CENTRE

All Your Admin Forms In One Place

The employee app eliminates the need for printing forms or for submitting hard copies to into the office. With the employee app all your forms (admin forms, expenses, change of details, holiday booking) are accessible from mobile devices, anywhere and at any time. This in turn significantly reduces travel time and printing costs and boosts engagement among remote, mobile and non-desk employees

Instant Document Updates And Changes

Updating forms and important documents on the app is as easy as deleting the older version, uploading a new version and letting users know of the change.

Corporate Social Responsibility

The employee app also helps businesses to reduce their carbon footprints and boost their green credentials by reduced printing of forms and cutting of travel time.
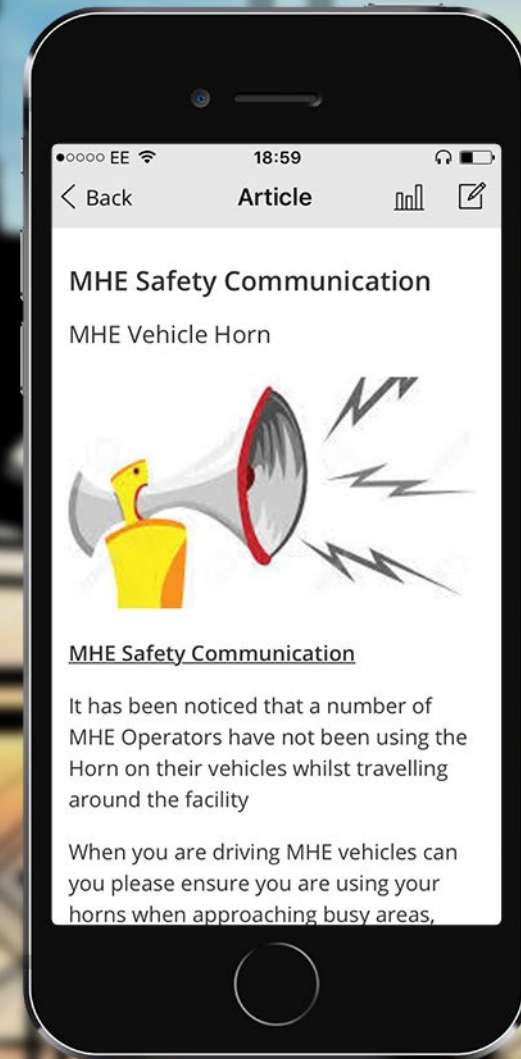
60% of European employees are using a smartphone, laptop or tablet provided by their employer.

Source: ADP Research Institute

08. HEALTH AND SAFETY UPDATES

"No job is so important that we can't take the time to perform it safely."
– Mike Shavers

PRIORITISING SAFETY

Accident Reporting

When accidents occur, as they unavoidably do sometimes, the next best thing is to swiftly report it, and resolve any issues arising. The employee app empowers employees to complete an incident report (on the spot, if need be), take picture evidence and immediately alert responsible figures of the incident – all on their mobile devices.

Updates

Health and safety legislation changes and updates often mean throwing out all the old printed material with redundant information, printing new material and letting people know of the changes. The employee app eliminates the need for printing and allows administrators to quickly update any material on the app and to alert employees no matter where they are. Acknowledgement of important changes can also be factored into updates if necessary.

Refresher Courses

The employee app makes refresher courses (e.g. 'How to administer CPR' or 'What to do in the event of a fire') easily accessible, no matter where employees are. In times of emergency, these 'how to guides' could be life-saving.

611,000 injuries at work in Great Britain during 2014/15

leads to **27.3** million working days lost due to work-related illness and injuries

The loss of employees due to injuries and ill health has also been shown to be a pricey one, riding up a cost of **£14.3 billion**

Source: Labour Force Survey

09. PEER TO PEER COMMUNICATION

"Effectively, change is almost impossible without industry-wide collaboration, cooperation and consensus."

- Simon Mainwaring

EMPLOYEE FORUMS

Employee Voice, Idea Sharing & Inclusion

The employee app gives employees a voice and allows them to connect with their peers and to share ideas, no matter where they are. Idea sharing forums allow employees to bounce ideas between themselves, and are by are nature inclusive and engaging.

Share A Lift

With the employee app forums can be created on any subject (e.g. Buy and sell; Share a lift; Ideas; Charities spotlight; work related social events etc.). Lift sharing forums tend to be popular and allow employees to share transport and reduce their carbon footprint.

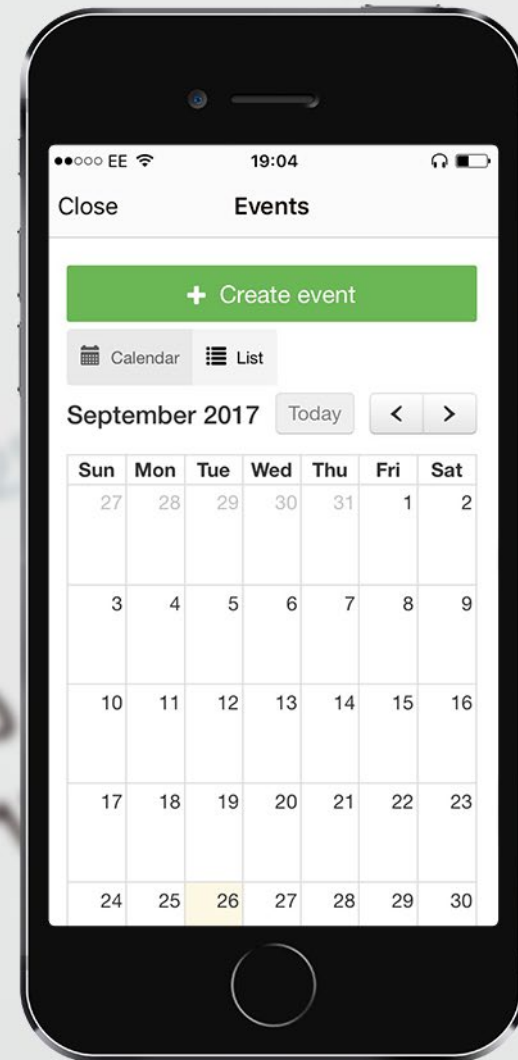**62%** of **employees** have daily contact with their work colleagues

38% of **colleagues** are not having that beneficial contact

Source: Office for National Statistics

10. CALENDAR AND EVENTS MANAGEMENT

"Everyone wants to be appreciated, so if you appreciate someone, don't keep it a secret."

– Mary Kay Ash

SHARING EVENTS

## Share Events With Every Colleague

The employee app makes managing company events seamless. All company events can be logged onto the company calendar which lets everyone know what's going on.

Separate Calendars

Divisions, departments or offices can run their own calendars with events specific just to them as well.

Invite Employees To Events

Have you got events or special meetings that need prior booking? The employee app allows administrators to activate a ticket booking system and to set limits on the number of spaces available at each event.
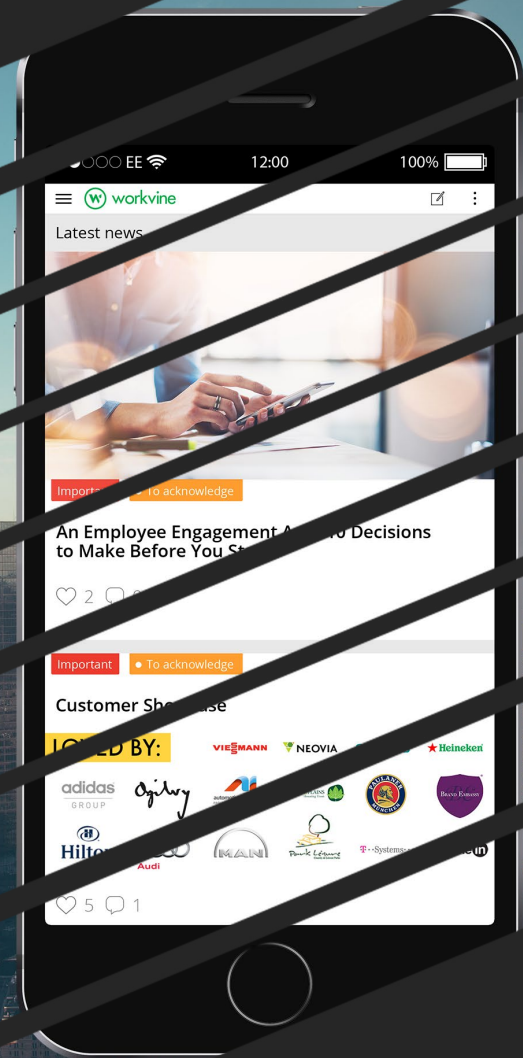
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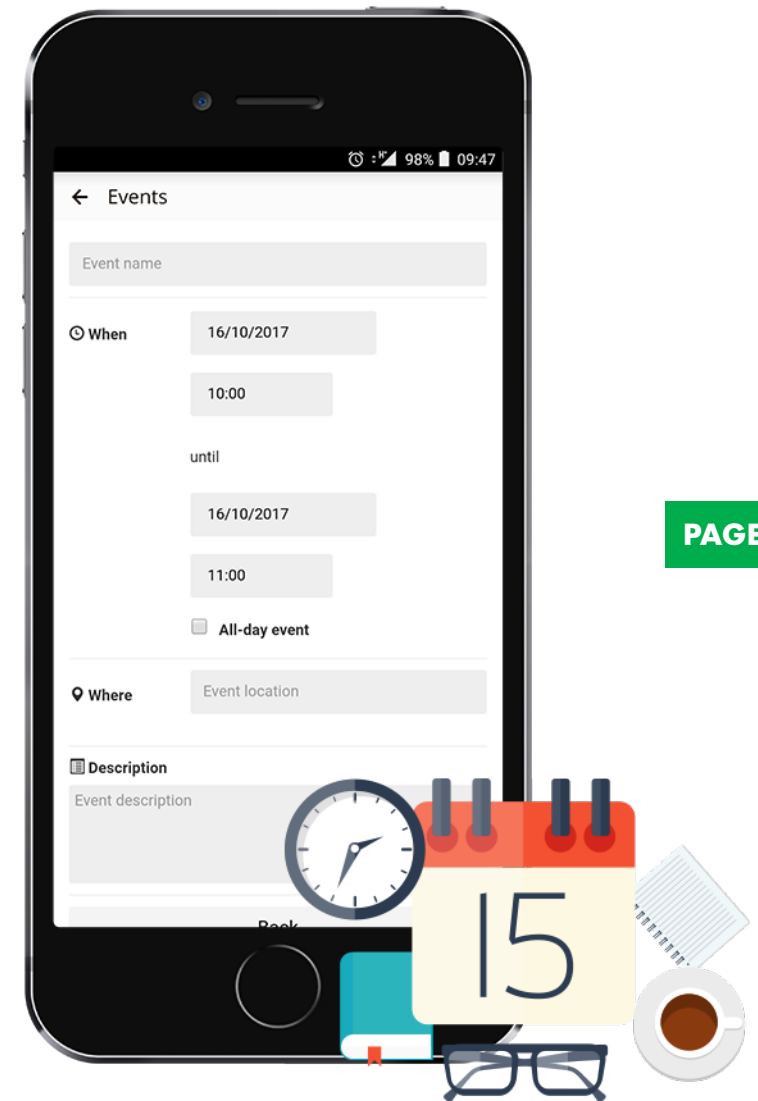
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