



Development and Retention of Autistic Staff in Hospitality

Module 6

USING THE PERFORM HR PLATFORM

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Module Title	Module 6: USING THE PERFORM HR PLATFORM
<p>LEARNING OBJECTIVES</p>	<p>Module 6 aims to:</p> <ol style="list-style-type: none"> 1. Introduce the PERFORM HR Platform as a tool for managing and supporting neurodivergent employees in the hospitality sector. 2. Train learners on using key features: Employee Evaluation Tool, Personal Diary, and Work Environment Assessment Tool. 3. Guide learners in interpreting platform analytics to enhance employment practices and retention strategies. 4. Provide strategies for integrating platform tools into daily management routines.
<p>LEARNING OUTCOMES</p>	<p>Through Module 6, learners will be able to:</p> <ol style="list-style-type: none"> 1. Identify the main functionalities of the PERFORM HR Platform 2. Explain how analytics improve workplace inclusivity and retention. 3. Navigate and use the platform effectively. 4. Utilize the Employee Evaluation Tool to assess performance. 5. Apply the Work Environment Assessment Tool to enhance inclusivity.

1. Introduction

The hospitality sector often faces challenges in creating workplaces that are inclusive and supportive of different employees. This is especially true regarding employing and retaining neurodivergent staff. The PERFORM HR Platform was designed as a practical solution to these challenges, providing tools that help hospitality managers and HR professionals create a more inclusive and equitable work environment. Module 6 focuses on training learners to use the platform effectively to support autistic employees and foster a culture of inclusion.

This module provides detailed instruction on the platform's core tools. The Employee Evaluation Tool helps managers monitor staff performance, ensuring that their contributions are recognized and their needs are met. The Personal Diary supports employees by tracking their career development goals, well-being, and progress over time. The Work Environment Assessment Tool allows managers to evaluate and adapt the workplace to better suit the needs of autistic employees, ensuring a supportive and productive environment for everyone. Together, these tools simplify HR tasks and make it easier to implement best practices for inclusive management. Another key aspect of this module is the emphasis on using data to guide decision-making. The analytics generated by the PERFORM HR Platform provide valuable insights into staff performance, workplace dynamics, and overall inclusivity. By interpreting this data, managers can identify trends, address issues proactively, and refine policies to better support their teams. This data-driven approach ensures that inclusion is not just a goal but a measurable and achievable part of workplace strategy. The PERFORM HR Platform is more than just a tool for managing tasks; it is a framework for creating meaningful change within organizations. By using the platform, managers can align their HR practices with the principles of diversity and inclusion, ensuring that all employees feel valued and supported. This module bridges the gap between theory and practice, helping learners apply their knowledge to real-world scenarios.

In summary, Module 6 is about empowering managers and HR professionals to create workplaces where everyone can thrive. The PERFORM HR Platform is a key part of this process, offering practical tools and insights that make inclusion achievable and sustainable. This module ensures that learners are prepared to use the platform effectively, helping their organizations meet the challenges of today's diverse workforce.

2. Overview and insights into the PERFORM HR Platform

2. a. Introduction to the PERFORM HR Platform

The PERFORM HR Platform is a digital innovation designed to transform the way hospitality organizations support and manage diverse talent, particularly neurodivergent employees. It provides managers with tools to navigate the complexities of inclusion while offering practical, user-friendly solutions aligned with modern HR needs. At its core, the platform empowers HR professionals to create workplaces that value and support all employees, fostering equity and understanding throughout the organization. The platform features several key tools designed to meet the specific needs of neurodivergent employees while benefiting the broader workforce. The **Employee Evaluation Tool** provides a structured approach to monitoring performance, enabling managers to deliver constructive feedback and identify areas for development. The **Personal Diary** allows employees to track their progress, set career goals, and communicate openly with supervisors. Additionally, the **Work Environment Assessment Tool** helps organizations evaluate and adjust physical and social environments to ensure inclusivity and accommodation. Together, these features make the PERFORM HR Platform a comprehensive solution for managing diverse teams effectively.

2. b. Inclusion through data and tools

One notable feature of the PERFORM HR Platform is its analytics capability, which provides data-driven insights into employee performance, well-being, and workplace dynamics. These insights enable managers to make informed decisions, proactively address challenges, and refine inclusion strategies. By measuring the effectiveness of inclusion efforts, organizations can identify opportunities for improvement and ensure their HR practices are impactful. The platform's tools integrate seamlessly into core HR functions such as recruitment, onboarding, training, and career development. For instance, during recruitment, the Work Environment Assessment Tool can help identify and eliminate potential barriers to inclusion. Following this, the Employee Evaluation Tool and Personal Diary facilitate continuous support and development, fostering a workplace culture of collaboration and understanding. This alignment with daily HR operations ensures inclusion becomes an integral part of organizational practices.

2. c. Long-term benefits

Beyond addressing immediate HR needs, the PERFORM HR Platform fosters a long-term commitment to diversity and inclusion. Organizations utilizing the platform can build a reputation as inclusive employers, which helps attract top talent and enhances their competitive edge in the hospitality sector. By improving employee satisfaction and retention, the platform contributes to a motivated and productive workforce, directly impacting organizational success. The platform is also designed for ease of use, making it accessible to managers of all experience levels. Training provided through Module 6 ensures users gain hands-on experience, enabling them to implement the platform's tools confidently and effectively. In summary, the PERFORM HR Platform equips hospitality managers and HR professionals with the tools to create inclusive, equitable workplaces, supporting neurodivergent employees while fostering a culture that benefits all staff. Its impact extends beyond day-to-day HR operations, establishing a foundation for sustainable organizational growth.

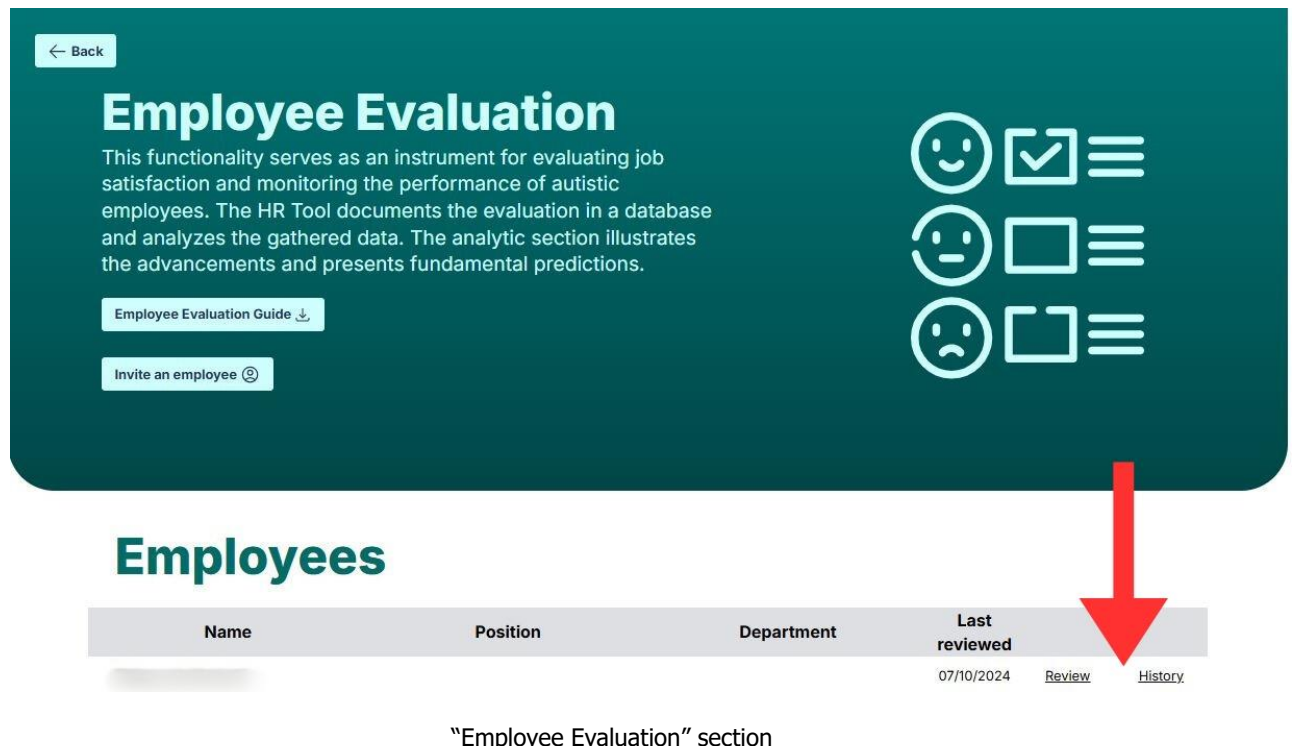


PERFORM HR Platform

3. Learn how to use PERFORM employee evaluation tool on the platform

3. a. Getting started with the employee evaluation tool

The Employee Evaluation Tool is a key feature of the PERFORM HR Platform, designed to help managers assess employee performance and job satisfaction efficiently. To begin, managers access the **Review** feature, where they complete a structured survey focusing on essential aspects of an employee's work. These aspects include job satisfaction, interactions with colleagues, and overall contributions to the organization. After completing the survey, managers submit their evaluations, which are securely stored in the platform's database for further analysis. For reviewing past evaluations, managers can use the **History** feature. This section displays previously collected data in visually engaging charts, comparing individual employee performance in three categories: Job Satisfaction, Overall Employee Performance, and Interactions with Colleagues, Guests, and Management. This historical view helps managers track employee progress over time and identify trends that need attention.



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Employee Evaluation

This functionality serves as an instrument for evaluating job satisfaction and monitoring the performance of autistic employees. The HR Tool documents the evaluation in a database and analyzes the gathered data. The analytic section illustrates the advancements and presents fundamental predictions.

[Employee Evaluation Guide](#)

[Invite an employee](#)

Employees

Name	Position	Department	Last reviewed
			07/10/2024 Review History

"Employee Evaluation" section

3. b. Using data and inviting employees

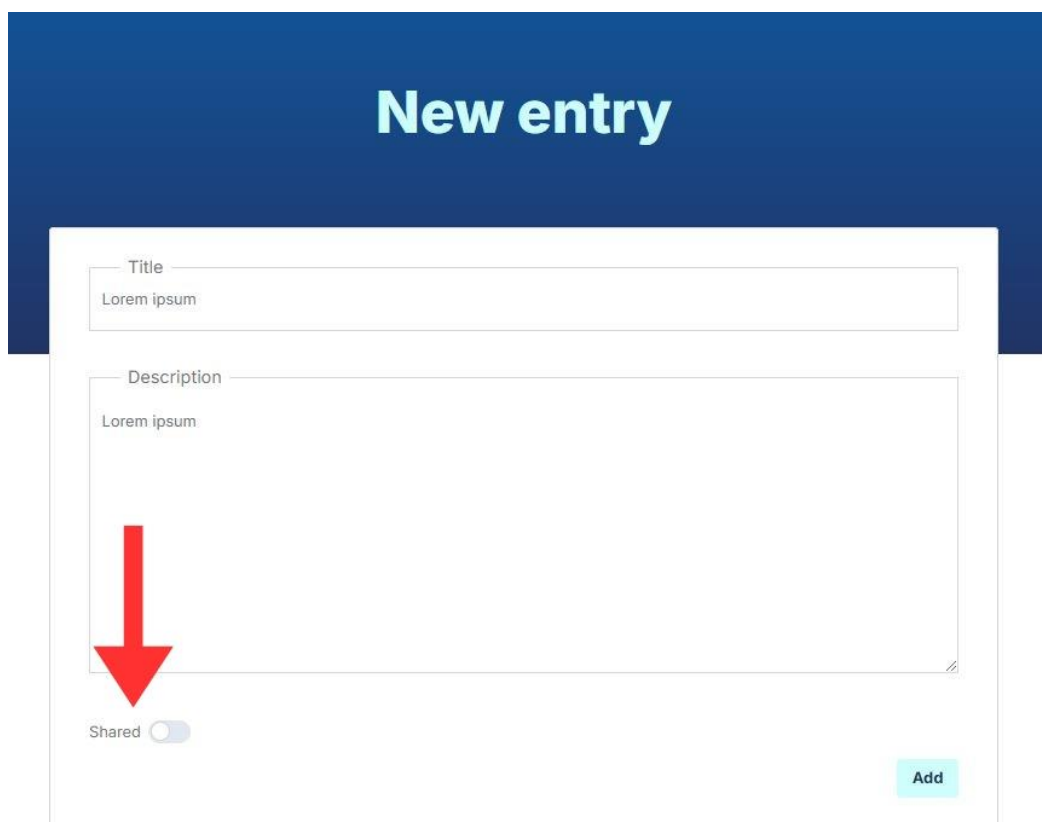
The PERFORM HR Platform simplifies onboarding and improves inclusion through data-driven tools. Managers can add employees via the ***Invite an Employee*** feature by entering basic details. The platform then sends login credentials and setup instructions, ensuring new hires are smoothly integrated. Simultaneously, the Employee Evaluation Tool tracks job satisfaction and performance. Managers can **review employees using structured surveys and access past data** through the *History* feature. Visual charts highlight trends in satisfaction and teamwork, enabling tailored support and training plans. By combining seamless onboarding with insightful evaluations, the platform creates an inclusive, productive workplace for all employees.



Visual charts highlighting trends in employees' performance

4. Learn how to use PERFORM Personal Diary on the platform

The Personal Diary feature of the PERFORM HR Platform is designed to help employees document their daily work experiences, progress, and challenges. It serves as a personal workspace for reflection and communication, promoting self-awareness and growth. This tool allows employees to actively engage with their career development while also providing valuable insights to their managers. To begin using the Personal Diary, employees can click the **Add an Entry** button. This opens a simple form where they can document key observations, note accomplishments, or outline any challenges they are facing. Entries can also include reflections on goals and strategies for overcoming obstacles. Once completed, employees can save the entry for their personal use or select the **Shared** option to allow their manager to view it. Sharing entries with a manager fosters open communication and ensures that support is targeted and meaningful. Managers can use this information to better understand the employee's perspective and provide guidance or resources tailored to their specific needs. This collaborative approach strengthens the relationship between employees and management, enhancing workplace satisfaction and productivity.

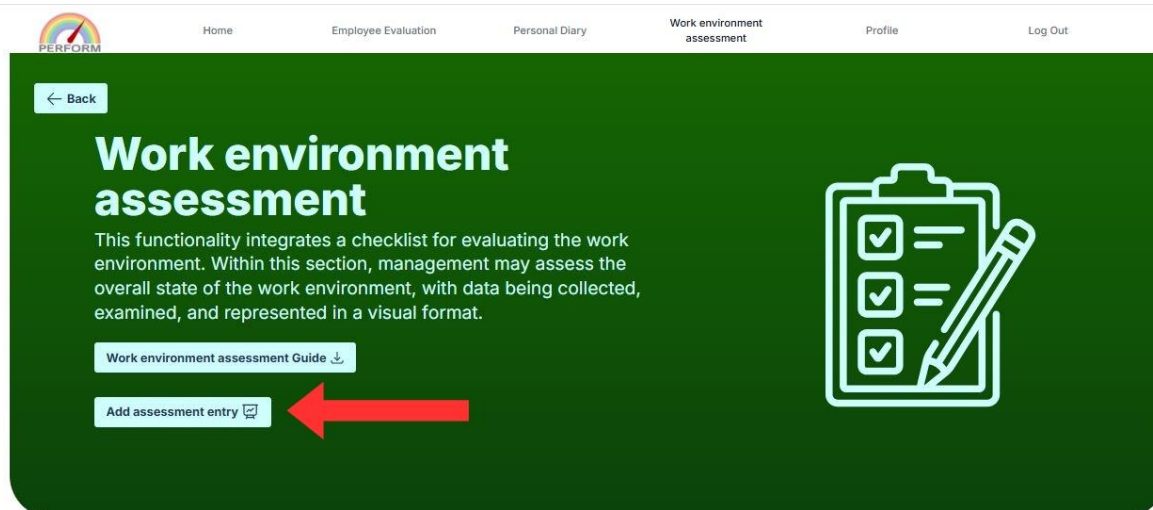
A screenshot of the 'New entry' form in the PERFORM platform. The form is displayed on a dark blue background with the text 'New entry' in white. The form itself is white and contains two text input fields: 'Title' and 'Description', both with placeholder text 'Lorem ipsum'. Below the 'Description' field is a red arrow pointing down to a 'Shared' toggle switch, which is currently turned off. In the bottom right corner of the form is a light blue 'Add' button.

Adding a new entry in the "Personal Diary" section

5. Learn how to use PERFORM Work Environment Assessment on the platform

5.a. Reviewing and documenting workplace conditions

The Work Environment Assessment feature of the PERFORM HR Platform provides managers with an organized way to evaluate the workplace environment, focusing on both physical and social aspects. To initiate an assessment, managers can click on the “Add Assessment Entry” button, which opens a survey designed to capture detailed observations about the work environment. The survey includes questions and prompts that guide managers to document areas such as workspace design, accessibility, safety measures, and team interactions. Once the survey is completed, managers can submit the entry, and the platform stores the data for further analysis. This structured process ensures that all key aspects of the work environment are consistently reviewed, providing a reliable basis for improvements.

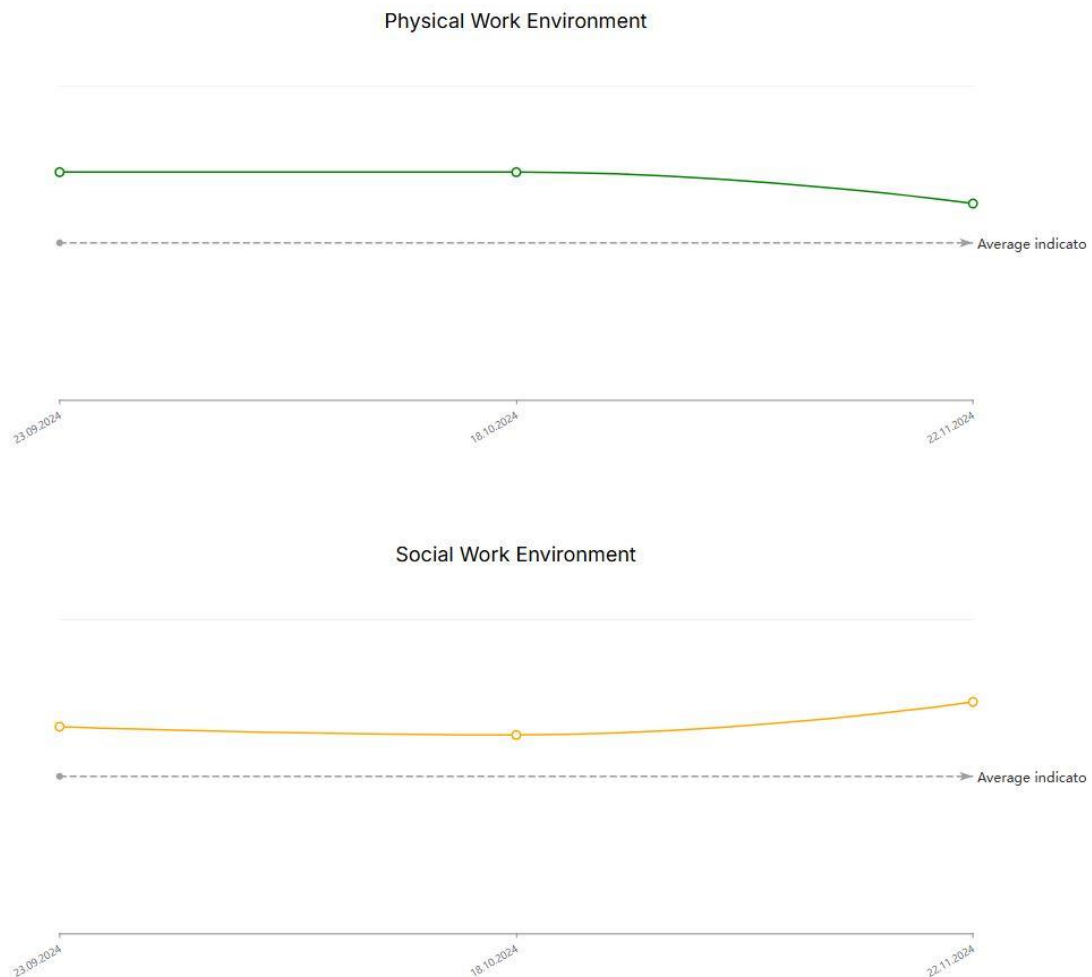


“Work Environment” section

5. b. Analyzing and visualizing work environment data

The platform processes the collected data and presents it through visual charts, comparing results across two key categories: **Physical Work Environment** and **Social Work Environment**. These comparisons allow managers to quickly identify strengths and areas needing improvement. For example, a chart might reveal that accessibility features in the physical workspace meet standards, while social interactions require more team-building

initiatives. This feature empowers managers to use data-driven insights to make informed decisions about workplace adaptations. By addressing the identified gaps, organizations can create an inclusive environment that supports the needs of all employees, particularly those with autism or other specific challenges.



Visual charts highlighting trends in the work environment

6. Learn how to 'read' and utilise the analytics produced by the tools over time

The PERFORM HR Platform's analytics provide managers with a dynamic and data-driven approach to improving workplace practices. Visual charts give managers a **comprehensive view of organizational and individual trends.**

Key categories such as job satisfaction, employee performance, and work environment conditions are displayed through charts and graphs. These visual tools help managers quickly **identify trends, compare results to organizational benchmarks, and pinpoint areas for action**. For example, a consistent decline in job satisfaction could signal the need for targeted employee engagement initiatives. Beyond reviewing trends, managers can use the analytics to set measurable goals and track progress over time. By aligning analytics with key performance indicators (KPIs), organizations can ensure their strategies are data-driven and results-oriented. For instance, improvements in social workplace dynamics observed through the Work Environment Assessment can inform new team-building activities or training programs. Another critical use of the analytics is in tailoring support for individual employees, including those who are neurodivergent and may have unique workplace needs. Data gathered from the Personal Diary and Employee Evaluation Tool provides valuable insights into each employee's experiences, challenges, and achievements. Managers can use this information to develop personalized development plans, ensuring that all **employees**, particularly neurodivergent ones, **have the resources and accommodations they need to thrive in their roles**. In addition, the platform's analytics promote accountability by offering a **clear record of progress and areas needing attention**. This transparency ensures that organizational policies remain aligned with inclusion goals and that managers can confidently communicate results to stakeholders. Addressing the needs of neurodivergent employees further supports an inclusive and supportive workplace environment.

Overall, learning how to interpret and utilize the PERFORM HR Platform's analytics equips managers with the tools to make informed, impactful decisions. By leveraging this data effectively, organizations can continuously improve workplace inclusivity, employee satisfaction, and overall performance, particularly by addressing the diverse needs of their workforce.

7. Summary

The PERFORM HR Platform is a comprehensive digital solution designed to support hospitality organizations in fostering inclusive and equitable workplaces, particularly for neurodivergent employees. Module 6 focuses on equipping managers and HR professionals with the skills necessary to utilize the platform's tools effectively, ensuring inclusivity becomes a central part of organizational practices. The module introduces three key features: the

Employee Evaluation Tool, Personal Diary, and Work Environment Assessment Tool, each designed to simplify HR tasks while promoting diversity and understanding.

The Employee Evaluation Tool provides a structured framework for performance reviews, enabling managers to assess job satisfaction, workplace interactions, and individual contributions over time. These evaluations are stored and displayed in visually engaging charts, allowing managers to identify trends, recognize achievements, and address any emerging issues proactively. This data-driven approach fosters constructive feedback and targeted support, helping employees feel valued and understood. The Personal Diary offers employees a private workspace to document progress, reflect on goals, and communicate challenges. Employees can choose to share entries with managers, encouraging open dialogue and personalized support. This collaborative tool enhances employee engagement and promotes career development. The Work Environment Assessment Tool evaluates both physical and social workplace conditions, ensuring inclusivity and adaptability. Managers can document observations, assess workplace accessibility, and identify areas for improvement. The tool's visual analytics enable organizations to make informed decisions, whether implementing accessibility upgrades or fostering stronger team interactions. Together, these tools form a comprehensive framework for supporting a diverse workforce and creating environments where all employees can thrive. Central to the platform is its analytics capability, which provides managers with actionable insights into workplace dynamics, employee performance, and inclusivity efforts. In addition to immediate HR needs, the PERFORM HR Platform supports long-term goals of inclusion and organizational success. By improving employee satisfaction, retention, and productivity, the platform helps organizations build a reputation as inclusive employers, which attracts top talent and strengthens competitive advantage in the hospitality sector. Its user-friendly design ensures accessibility for managers of all experience levels, while the hands-on training provided in this module builds confidence in applying its tools.

In summary, Module 6 empowers HR professionals and managers to use the PERFORM HR Platform to create workplaces where everyone can thrive. By integrating these tools into daily operations and leveraging analytics for informed decision-making, organizations can transform inclusion from an aspirational goal into a sustainable practice. This module equips learners with the knowledge and skills to implement meaningful change, ensuring their workplaces reflect the principles of equity, diversity, and inclusion.



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