Co-funded by the
European Union

# Development and Retention of Autistic Staff in Hospitality

**Project Number 2023-1-IT01-KA220-VET-000152721**

# ABOUT:

# PROJECT RESULTS

The 'PERFORM' project is about educating Hospitality Managers and HR Experts in developing and supporting Autistic Staff in the EU Hospitality Sector. It also delivers an Innovative HR Platform, for performance appraisals and employee monitoring.

1 — Project Result 1: PERFORM HR Platform

2 — Project Result 2: PERFORM Digital Toolkit

3 — Project Result 3: VET Course for Hospitality Managers and HR Experts

PERFORM

Co-funded by the European Union

# Module 6 : Using the PERFFORM HR Platform

## Module Aim

Module 6 is about helping learners develop the skills needed to effectively use the PERFORM HR Platform, focusing on supporting neurodivergent employees, fostering workplace inclusivity, and improving employee retention and satisfaction through practical tools and data-driven approaches.

## Learning Outcomes

1. Educate learners on effectively navigating and utilizing the PERFORM HR Platform's core tools to support neurodivergent employees.

2. Educate learners on interpreting platform analytics to identify trends and implement strategies for improving workplace inclusivity and retention.

3. Educate learners on applying data-driven insights to enhance employee engagement and foster a supportive work environment.

PERFORM

Co-funded by the European Union

# The PERFORM HR Platform

The PERFORM HR Platform is designed to help hospitality organizations manage and support diverse talent, especially neurodivergent employees. It offers tools that assist managers in creating inclusive workplaces and provides HR professionals with resources to foster equity and support for all staff.

# Platform's tools

1 Employee Evaluation Tool

2 Personal Diary

3 Work Enivronmment Assessment Tool

PERFORM

Co-funded by the European Union

# Employee Evaluation Tool

The Employee Evaluation Tool helps managers assess employee performance and satisfaction through a structured survey. Managers evaluate key aspects like job satisfaction, colleague interactions, and overall contributions, then submit their assessments securely. The History feature allows managers to review past evaluations with visual charts comparing employee performance in job satisfaction, overall performance, and interactions, helping track progress and identify trends.
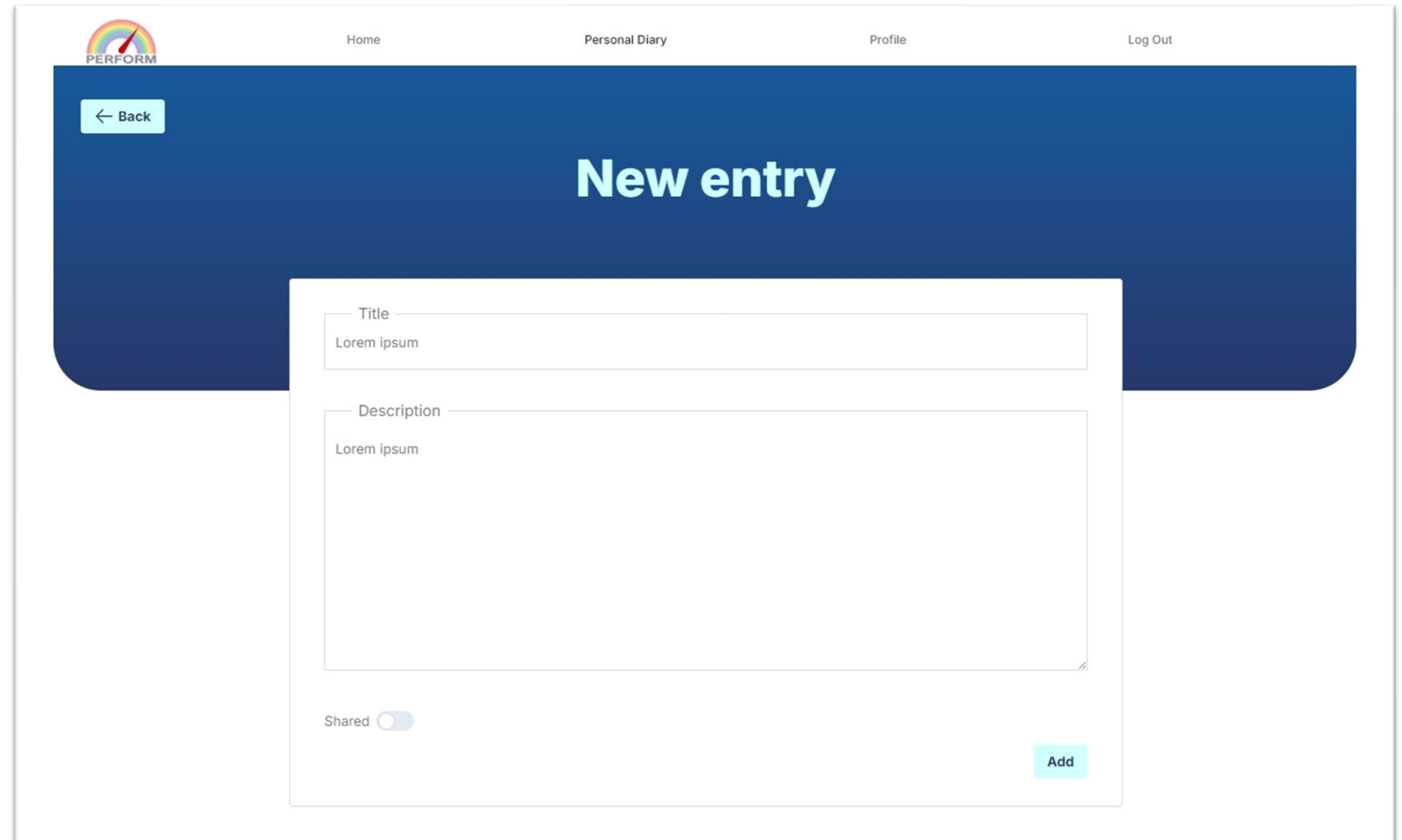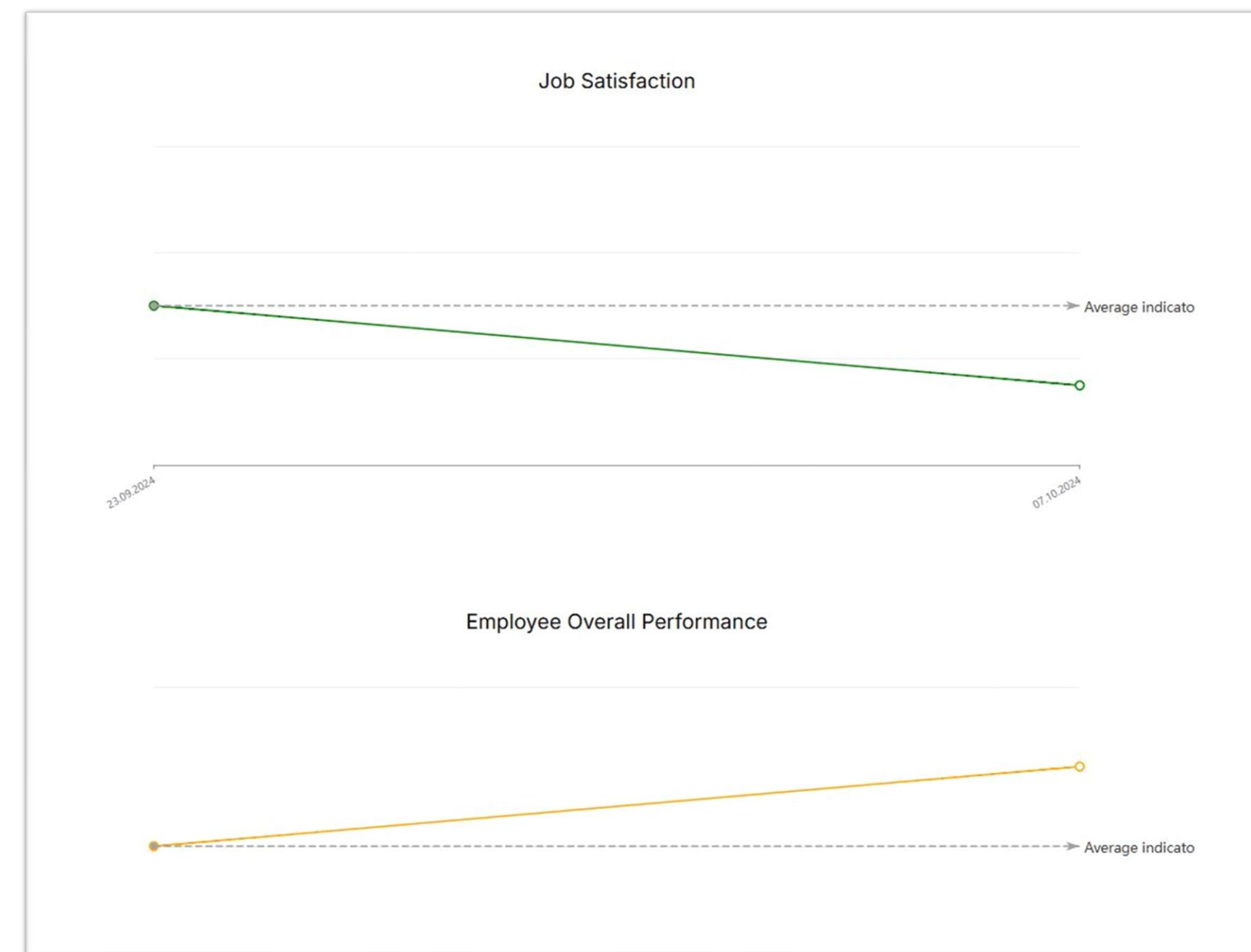


Visual charts highlighting trends in employees' performance

PERFORM

Co-funded by the European Union

# Personal Diary

The Personal Diary tool allows employees to document their daily work experiences, progress, and challenges. Employees can add entries for personal reflection or share them with managers to foster open communication and receive tailored support. This tool promotes self-awareness, growth, and strengthens the relationship between employees and management.



Adding a new entry in the "Personal Diary"

PERFORM

Co-funded by the European Union

# WORK ENVIRONMENT ASSESSMENT TOOL

The Work Environment Assessment tool allows managers to evaluate both the physical and social aspects of the workplace. Managers can complete a structured survey to assess factors like workspace design, safety, and team interactions, with the data stored for analysis. This tool helps ensure consistent reviews and supports improvements to the work environment.

## Part 1A

Does the work environment/staff common areas allow for dimming the lights according to staff needs?

○ No    ○ Not relevant    ○ Yes

Does the environment have reflective surfaces?

○ No    ○ Not relevant    ○ Yes

Have you considered to what extent are visual communication systems supported by the use of symbols, pictures, photos or objects?

○ No    ○ Not relevant    ○ Yes

Does the organisation provide clear description of work-appropriate attire/uniform?

○ No    ○ Not relevant    ○ Yes

Uniform is comfortable and it is possible not to use it.

○ No    ○ Not relevant    ○ Yes

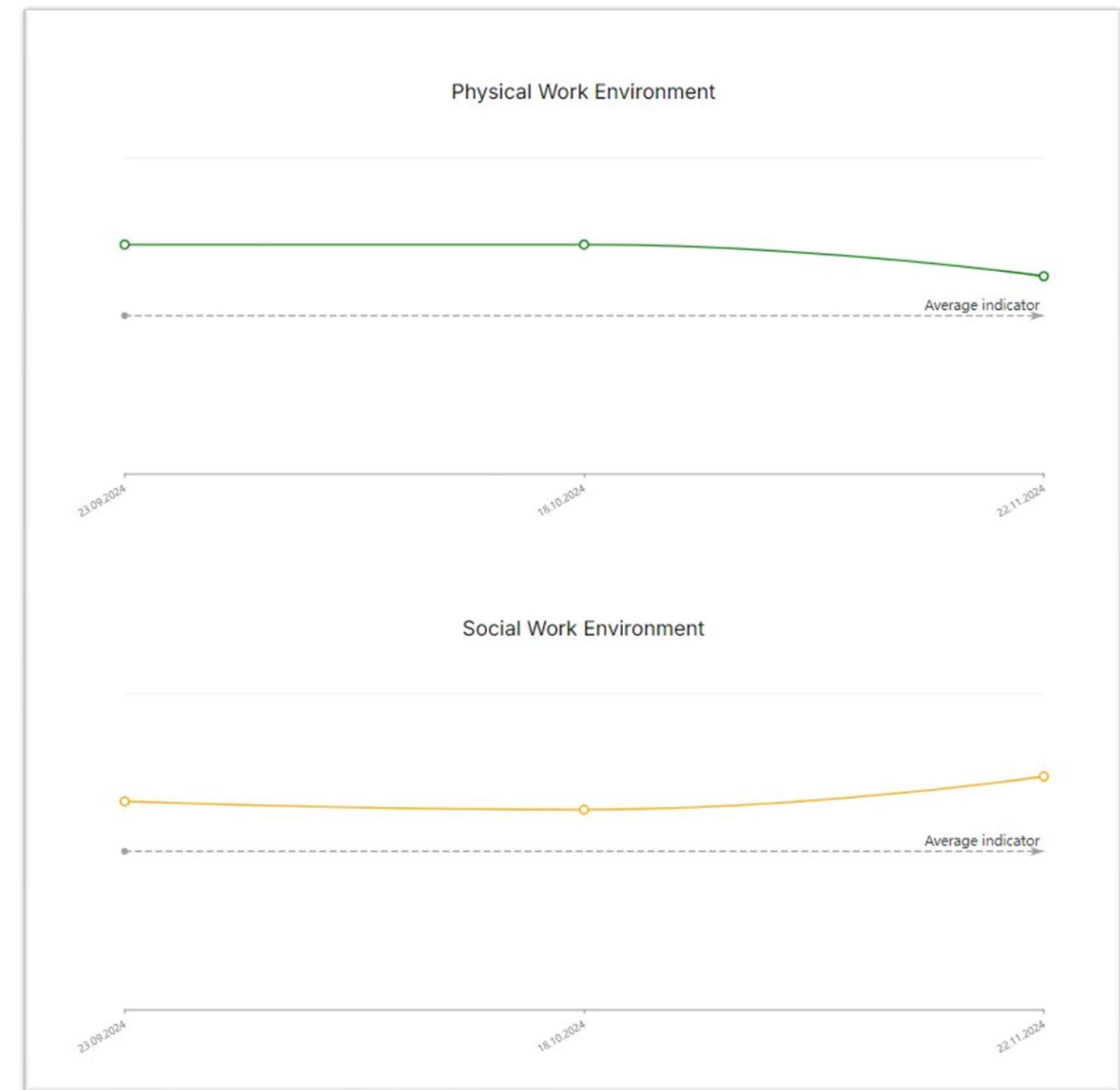A checklist for evaluating the work environment

PERFORM

Co-funded by the European Union

# Using analytics for workplace improvement

The PERFORM HR Platform's analytics offer a data-driven approach to improve workplace practices. Visual charts track trends in job satisfaction, performance, and work environment, helping managers identify areas for action. Analytics also support goal-setting, progress tracking, and personalized plans, especially for neurodivergent employees. By aligning data with KPIs, managers foster an inclusive environment and drive continuous improvement in employee satisfaction and performance, enabling informed decision-making and effective communication.



Physical Work Environment

Average indicator

23.09.2024    18.10.2024    22.11.2024

Social Work Environment

Average indicator

23.09.2024    18.10.2024    22.11.2024

Visual charts highlighting trends in the work environment

PERFORM

Co-funded by the European Union

# THANK YOU

Co-funded by the European Union

PERFORM