PERFORM

Development and Retention of Autistic Staff in Hospitality

Trainer's Guide

Module 6

USING THE PERFORM HR PLATFORM

Author: Danmar Computers

Poland

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

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Co-funded by the European Union

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

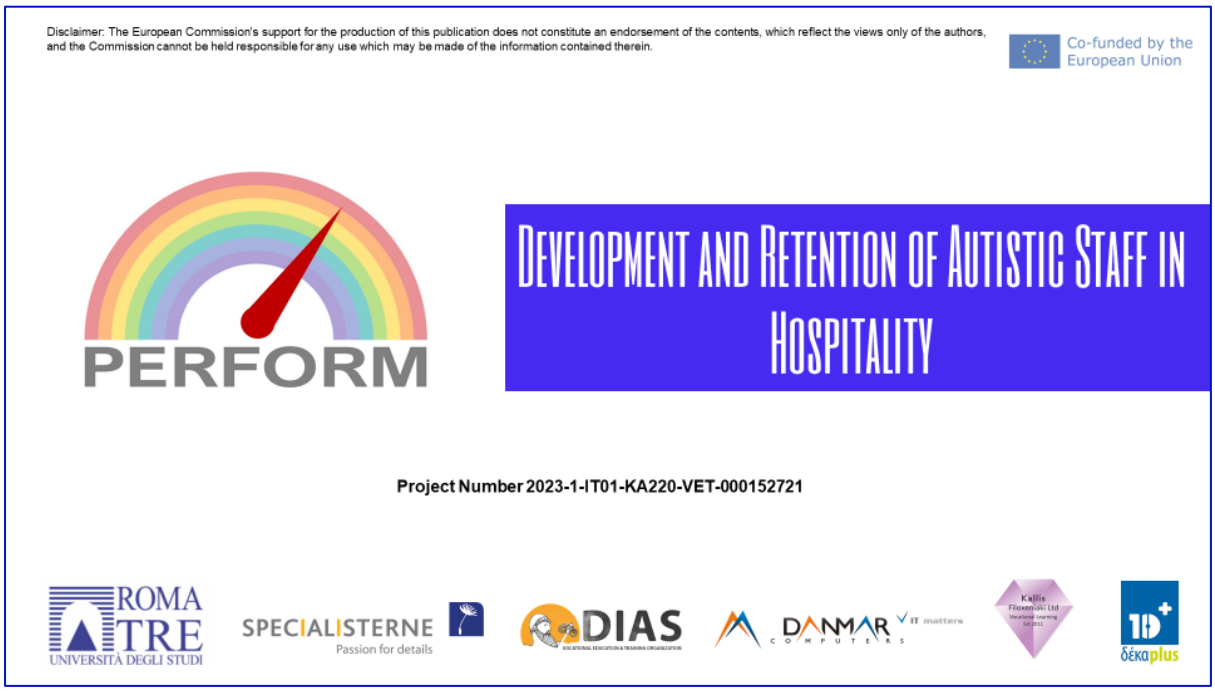
Using the PERFORM Trainer's Guide

The PERFORM Trainer's Guide has been designed specifically to support the delivery of the Vocational Education Curriculum developed in the context of the PERFORM project. The Curriculum constitutes a 1,5-day course, a total of 12 hours of training.

Co-funded by the European Union

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

Slide 1: Introduction



Trainer's Notes:

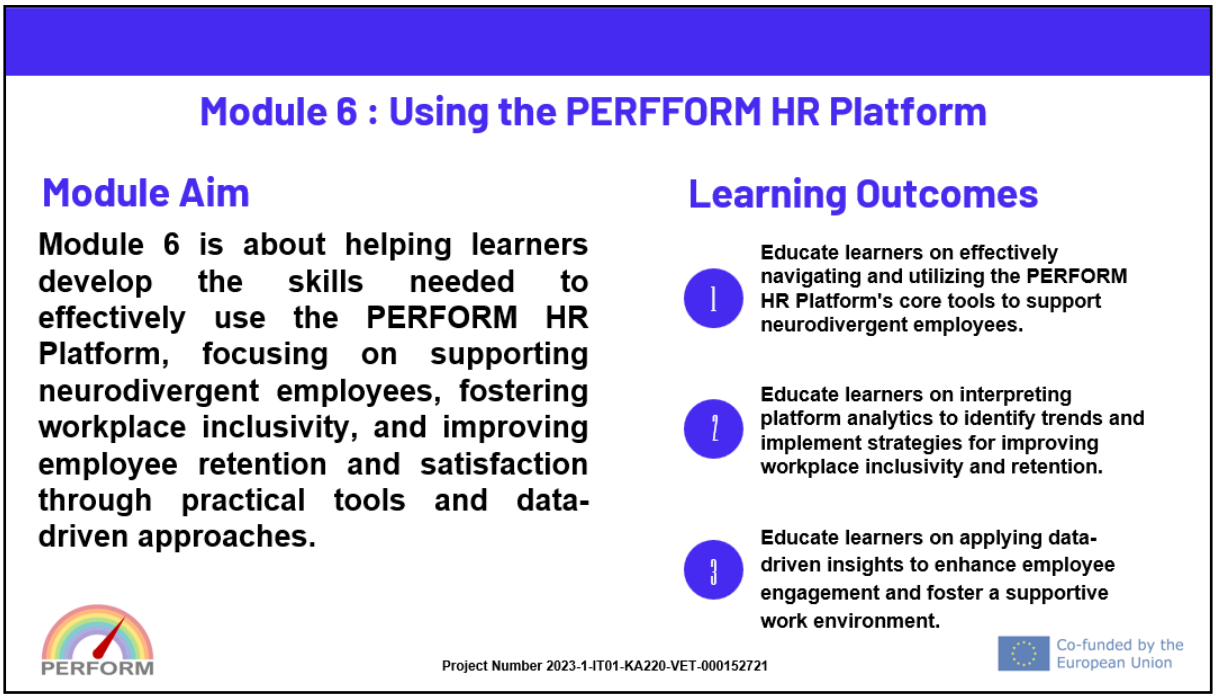
- Introduce yourself and dedicate some time to introduce learners to the PERFORM project. Describe the learning objectives of the course as well as Module 6; learners will be educated on:
  1. The main functionalities of the PERFORM HR Platform
  2. How analytics can influence workplace inclusivity and retention.
  3. How to navigate and use the platform effectively.
  4. The utilization of the Employee Evaluation Tool to assess performance.
  5. The application of the Work Environment Assessment Tool to enhance inclusivity.
- Give learners the opportunity to introduce themselves and ask about their expectations.

Slide 2: About the PERFORM Project

Trainer's Notes:

Describe the concept of PERFORM and give a brief description of each Project Result.

Slide 3: Module Aims and Outcomes



Trainer's Notes:

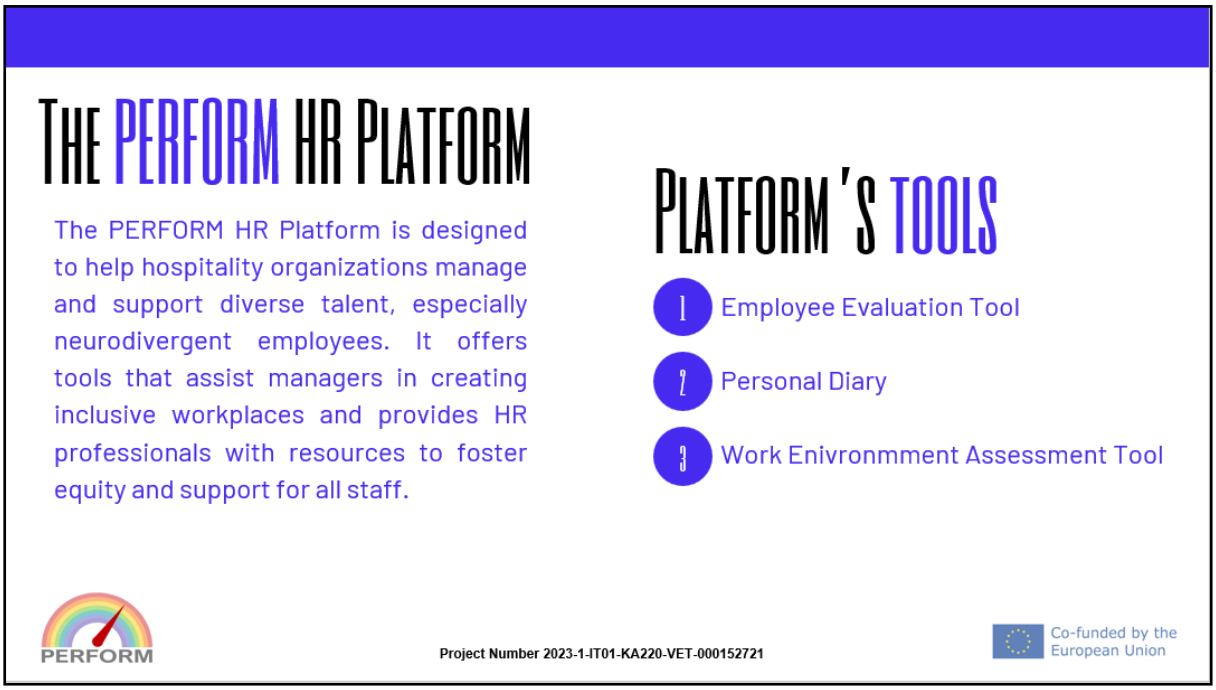
This Module is about helping learners develop the skills needed to effectively use the PERFORM HR Platform, focusing on supporting neurodivergent employees, fostering workplace inclusivity, and improving employee retention and satisfaction through practical tools and data-driven approaches.

Learning Outcomes:

- The effective navigation and utilization of the PERFORM HR Platform's core tools to support neurodivergent employees.
- The effective interpretation of the platform's analytics to identify trends and implement strategies for improving workplace inclusivity and retention.
- The application of data-driven insights to enhance employee engagement and foster a supportive work environment.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 4: The PERFORM HR Platform



Trainer's Notes:

Introduce the PERFORM HR Platform as a tool to support neurodivergent employees and foster workplace inclusivity. Highlight its three key features:

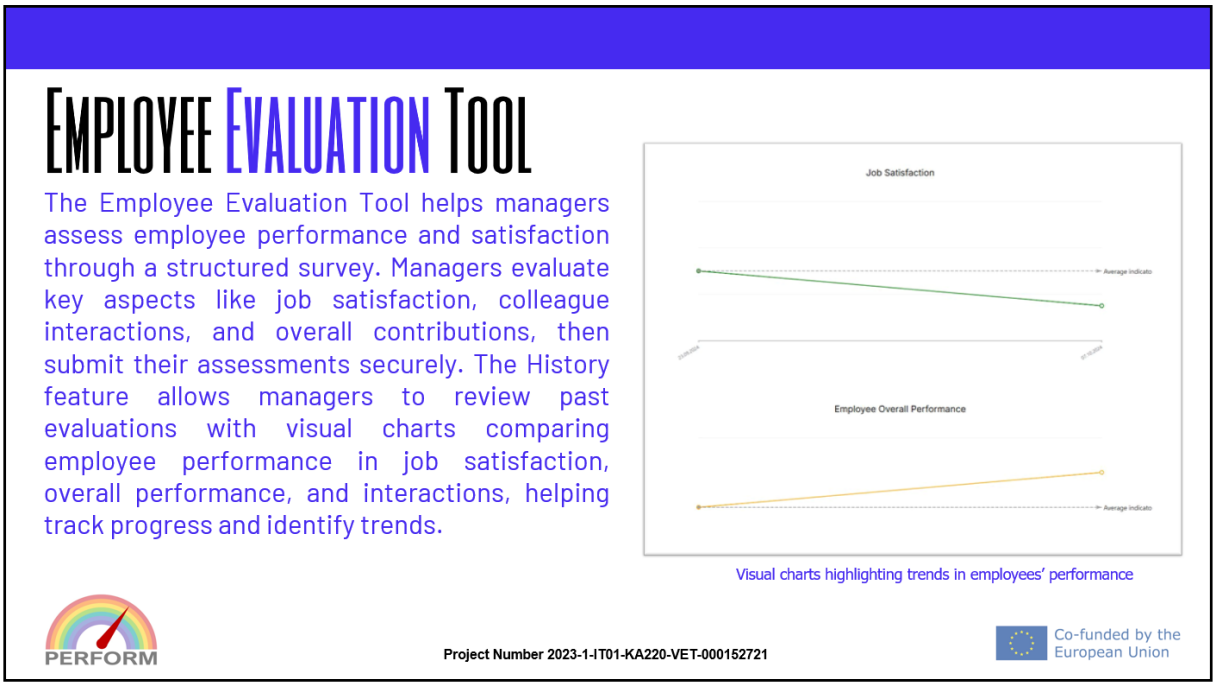
1. Employee Evaluation Tool: Structured assessments for performance and satisfaction.
2. Personal Diary: Tracks goals and facilitates employee-manager communication.
3. Work Environment Assessment Tool: Evaluates workplace inclusivity.

Suggestions for engagement:

- Ask learners what their strategies are for managing diversities at the workplace and how the boost inclusivity.
- Ask learners if they use similar tools and discuss benefits or challenges.
- Invite suggestions for features that could enhance inclusivity.
- Highlight how the platform simplifies HR management and aligns with inclusivity goals.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 5: Employee Evaluation Tool



Trainer's Notes:

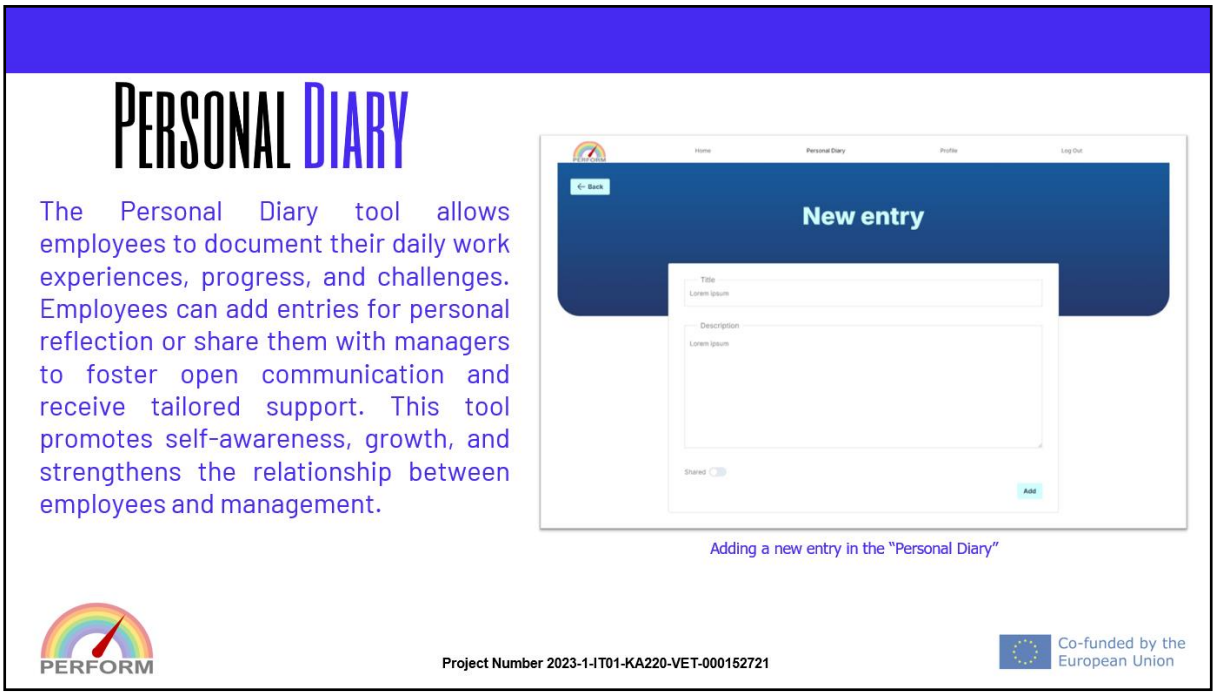
The Employee Evaluation Tool is a comprehensive solution designed to simplify the evaluation process and support a productive, inclusive workplace. Key features include:

- Review feature: Assess critical aspects of employee performance, including job satisfaction, productivity, and teamwork, through structured surveys. All evaluations are securely stored in the platform, allowing for detailed analysis and quick reference in the future.
- History feature: Monitor employee progress over time with visually engaging charts that highlight trends in areas such as satisfaction, overall contributions, and collaboration. This feature provides valuable insights to help managers identify opportunities for growth and address areas requiring attention.
- Invite an employee: Streamline the onboarding process by entering basic details for new hires. The platform automatically sends login credentials and setup instructions, ensuring smooth and efficient integration with the team.

By leveraging these tools, managers are equipped to evaluate employee performance effectively, track long-term development, and create tailored support and training plans.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 6: Personal Diary



Trainer's Notes:

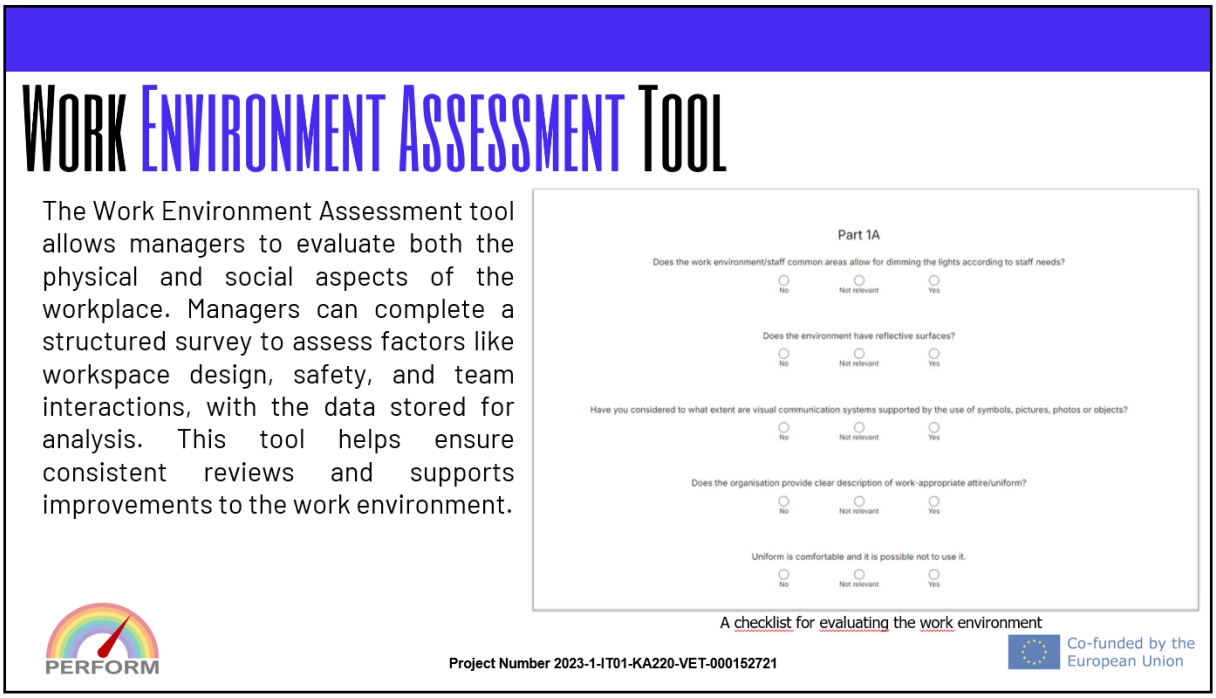
The Personal Diary feature of the PERFORM HR Platform helps employees reflect on their work, track progress, and address challenges. It fosters self-awareness, open communication, and professional growth while strengthening the employee-manager relationship.

- Getting started: Employees can click *Add an Entry* to document observations, accomplishments, challenges, or strategies for growth.
- Sharing options: Entries can be saved privately or shared with managers to promote transparency and targeted support.
- Manager benefits: Shared entries provide insights into employee experiences, enabling managers to offer tailored guidance and resources.

The personal diary is a simple yet powerful tool to enhance communication, satisfaction, and productivity.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 7: Work Environment Assessment Tool



Trainer's Notes:

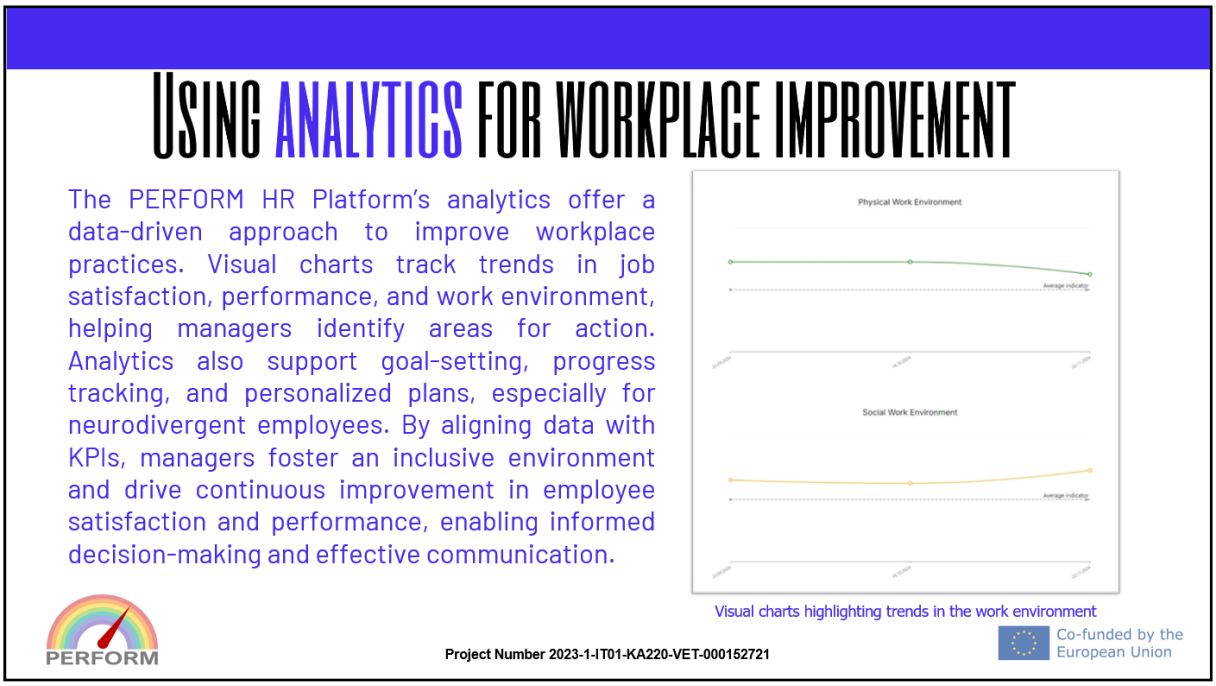
The Work Environment Assessment tool provides managers with a structured approach to evaluating and improving both the physical and social dimensions of the workplace, fostering inclusivity for all employees.

- How it works: Managers initiate assessments by selecting the *Add assessment entry* button and completing a guided survey. The survey addresses key areas such as workspace design, accessibility, safety, and team interactions.
- Data visualization: Results are presented in clear, visually engaging charts, categorized into:
    - The physical work environment covers design, accessibility, and safety measures.
    - The social work environment focuses on team dynamics and inclusivity.
- Informed decision-making: The feature highlights strengths and identifies areas requiring attention, enabling managers to implement targeted improvements based on data-driven insights.

This tool equips organizations to create a workplace that supports the diverse needs of their employees. Regular assessments are recommended to promote continuous enhancement and inclusivity.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 8: Using Analytics for Workplace Improvement



Trainer's Notes:

Encourage learners to focus on the actionable insights provided by the platform's analytics. Highlight the importance of:

1. Data interpretation: Guide learners on how to read and analyze the visual charts effectively, focusing on trends in job satisfaction, performance, and the work environment.
2. Targeted interventions: Use the insights to identify specific areas needing improvement, such as accessibility in the physical workspace or team dynamics in the social environment.
3. Collaborative strategies: Foster a culture of open communication by sharing analytics findings with employees and involving them in creating tailored action plans.
4. Tracking progress: Emphasize regular reviews of analytics to monitor the impact of implemented strategies and adjust approaches as needed.

These steps will ensure that managers leverage the platform's capabilities fully, promoting an inclusive and productive work environment while supporting continuous improvement.

Co-funded by the European Union
Project Number 2023-1-IT01-KA220-VET-000152721

Slide 9: Closing the presentation

Trainer's Notes:

Conclude the presentation by summarising the content of Module 6.

This work is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License. In addition, an acknowledgement of the authors of the document and all applicable portions of the copyright notice must be clearly referenced. All rights reserved.