

# Leader Rounding in Laudio



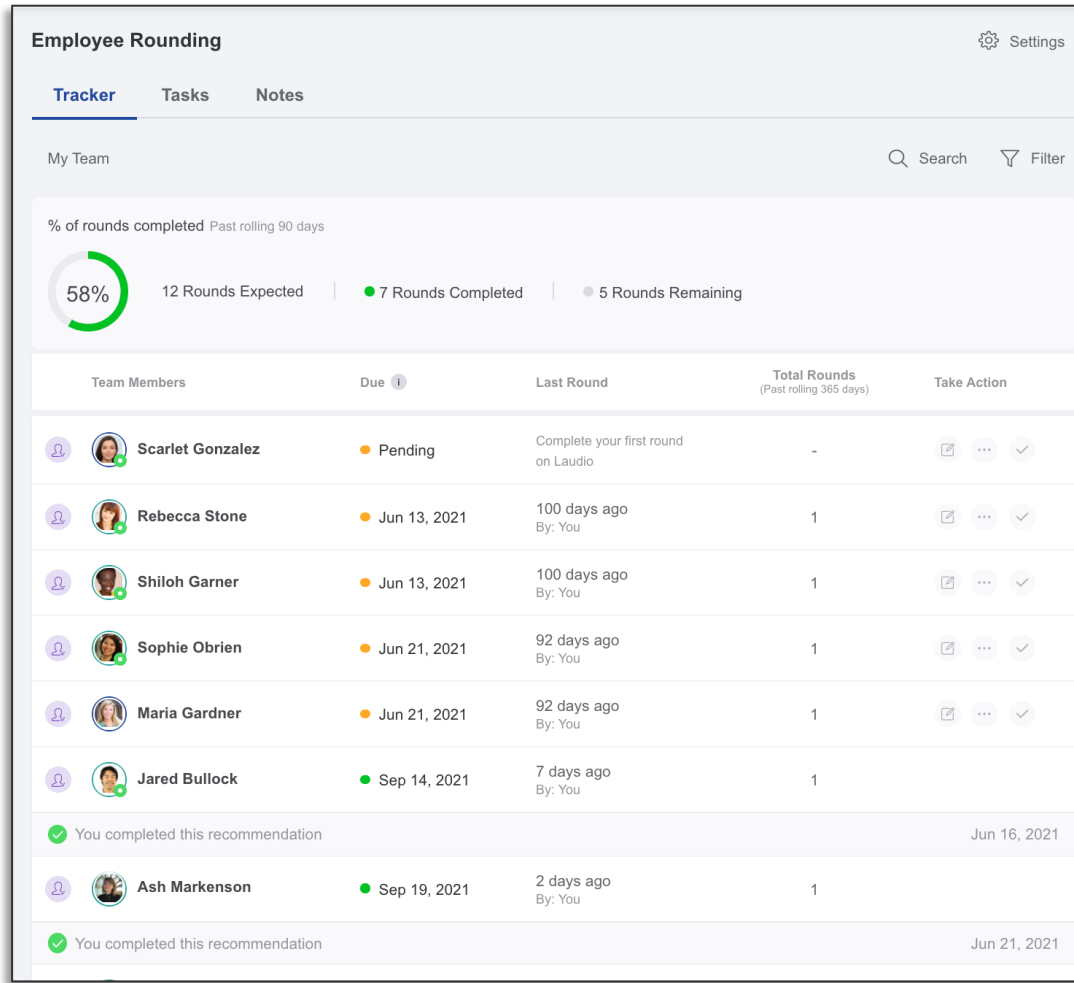
# Streamline your daily work with Employee Rounding in Laudio

**The Employee Rounding workflow enables you to track, plan, organize, and execute meaningful, one-on-one conversations with your team members while building trust, support, and engagement**

## **What interactions can I track using the Employee Rounding workflow?**

- “Leader Rounding” “Quarterly Rounding” “One-on-Ones” – any check ins with your team members that you'd like to make a regular occurrence
- Conversations with team members that go beyond “hey, how are you?” and touch on aspects of their daily work, something they need support on, something they think could be improved.
- An opportunity for a meaningful interaction
- There are no hard and fast rules in Laudio about what “counts” as Employee Rounding!

# Employee Rounding Workflow – at a glance



**The Workflow saves you time!** – The workflow tracks rounding frequency and helps you manage notes and follow up tasks.. No more spreadsheets!

**Templates prompt a one-on-one, meaningful conversation with your team members** – upload your own questions or use our preselected rounding prompts.

**Don't forget to click "complete" to reset the due date and get credit for rounding!**

# Document a Rounding interaction

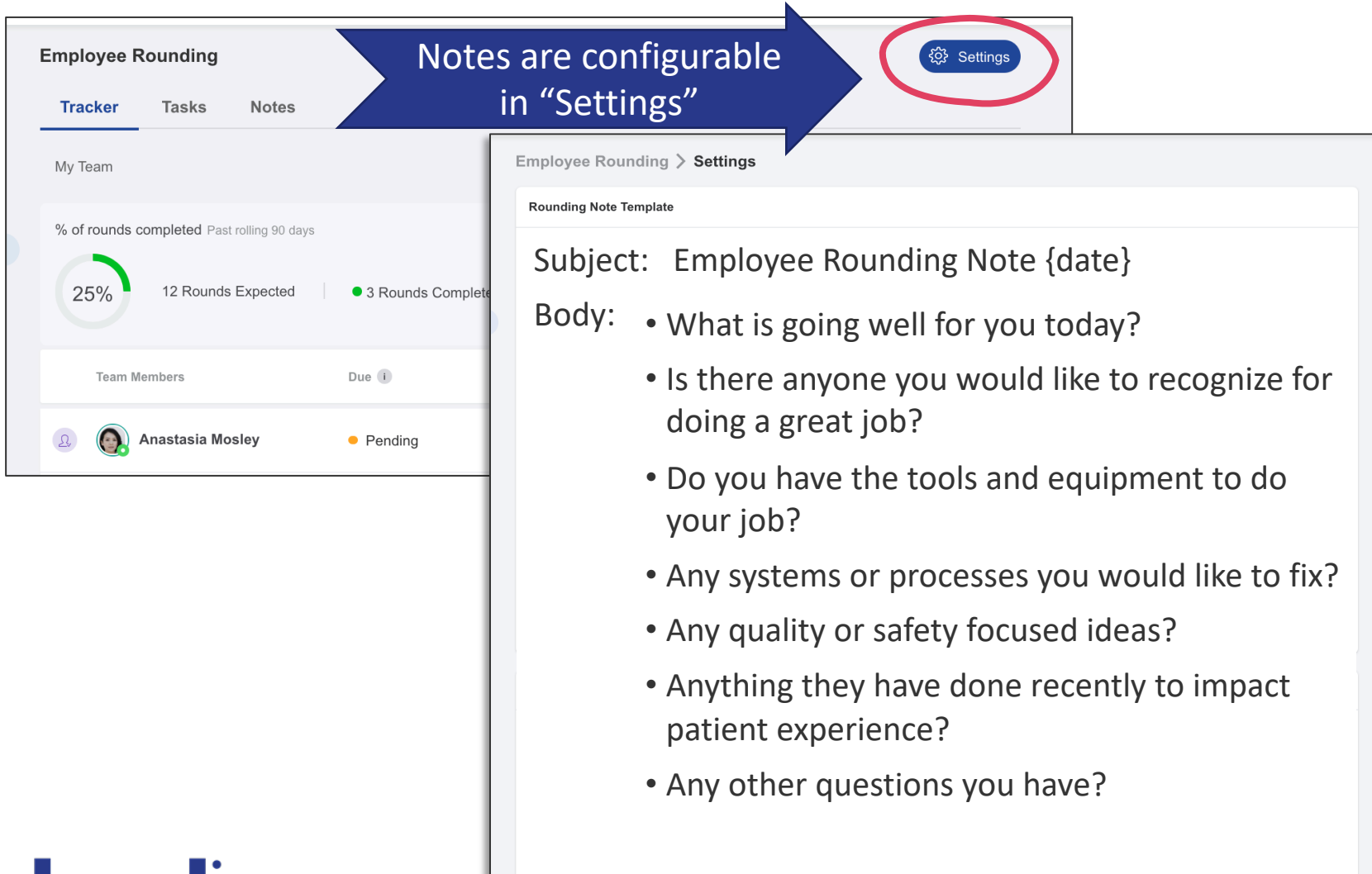
“Complete” rounding within the workflow (or directly from the team member’s profile on the recommendation card) to document the interaction in your team’s metrics.

When you click “Complete” the interaction will be logged on the team member’s profile, and the due date will reset to the next interval (default = quarterly)

The screenshot displays two parts of the Laudio interface. On the left, a recommendation card for 'Employee Rounding' is shown, with a 'Complete' button and a green checkmark icon circled in red. Below the card, there are options to 'Add note' and 'Send message', and a notification that 'You added a note'. On the right, a table lists team members with columns for 'Team Members', 'Due', 'Last Round', and 'Take Action'. The row for 'Sophie Obrien' shows a due date of 'Oct 11, 2020' and a 'Take Action' button with a 'Complete' button and a green checkmark icon circled in red. A blue callout box with white text says: 'Don't forget to click "complete" to reset the due date and document your rounding!'.

Team Members	Due	Last Round	Take Action
Sophie Obrien	● Oct 11, 2020	92 days ago By: You	1 Oct 13, 2020

# Documenting a note - create your own template!



Employee Rounding

Tracker Tasks Notes

My Team

% of rounds completed Past rolling 90 days

25% 12 Rounds Expected 3 Rounds Complete

Team Members Due

Anastasia Mosley Pending

Notes are configurable in "Settings"

Settings

Employee Rounding > Settings

Rounding Note Template

Subject: Employee Rounding Note {date}

Body:

- What is going well for you today?
- Is there anyone you would like to recognize for doing a great job?
- Do you have the tools and equipment to do your job?
- Any systems or processes you would like to fix?
- Any quality or safety focused ideas?
- Anything they have done recently to impact patient experience?
- Any other questions you have?

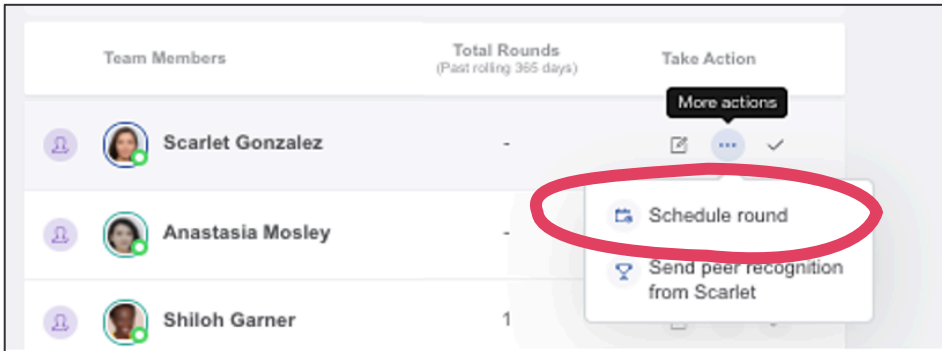
Add your own questions and prompts to the note template

Note: Each team member must update their note template individually document the conversation

"Schedule Round" and "Peer Recognition" email templates are also configurable!

# Get some input by sending an InForm prior to meeting

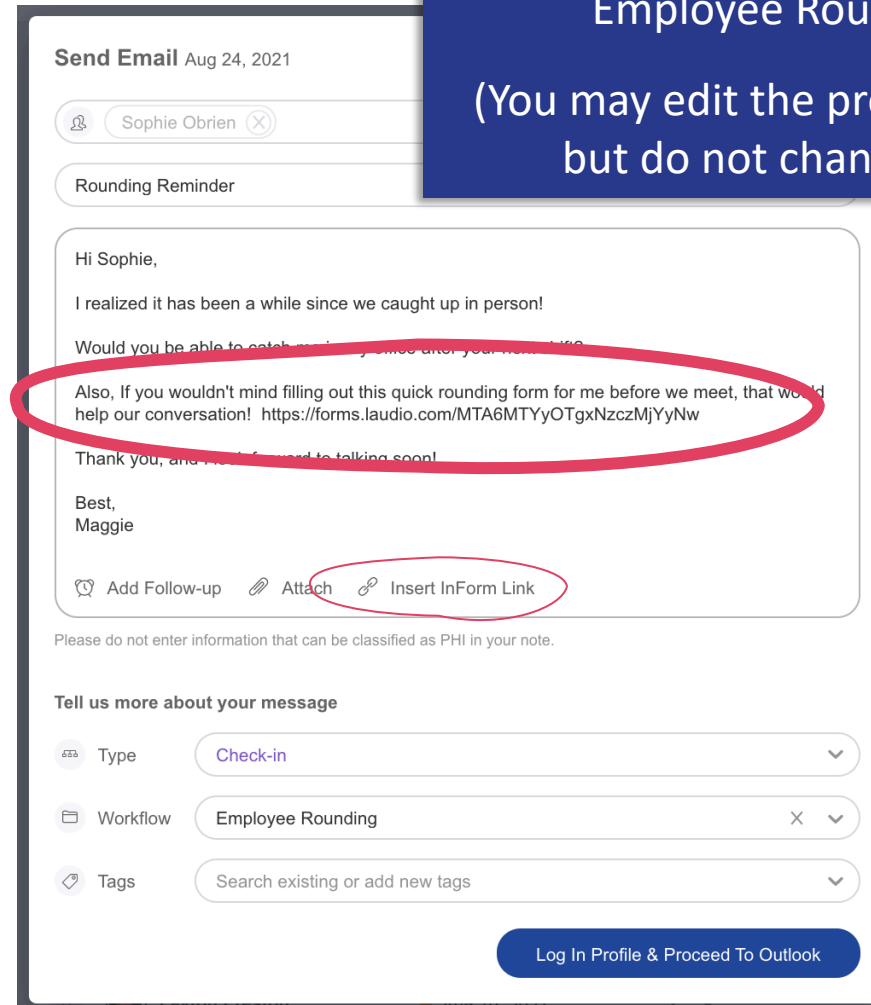
Click “Schedule Round” for the chosen team member



- You may send this InForm to gather input and feedback from a team member to make your one-on-one more valuable and efficient!
- If you choose, click “insert InForm Link” to select a different InForm that you’ve created to include your custom questions
- Your team members’ responses will be sent to your email (if that is selected in the InForm’s settings) and will also be visible on the team member’s profile

An InForm link will appear that links to your Employee Rounding template

(You may edit the prefilled email message but do not change the link itself)



# Other Rounding actions

The screenshot displays a table of team members with columns for 'Team Members', 'Due', 'Last Round', 'Total Rounds', and 'Take Action'. The 'Take Action' column shows options like 'Add note' and 'More actions'. A modal window titled 'Would you like to take any follow-up actions?' is open, listing options: 'Add task', 'Send peer recognition from Adilynn', and 'Complete round'. A 'Skip' button is at the bottom of the modal.

Team Members	Due	Last Round	Total Rounds Past rolling 365 days	Take Action
Scarlet Gonzalez	● Pending	Complete your first round on Laudio	-	<input type="checkbox"/> Add note <input type="checkbox"/> More actions
Rebecca Stone	● Jun 13, 2021	100 days ago By: You	1	<input type="checkbox"/> Schedule round <input type="checkbox"/> Send peer recognition from Rebecca
Shiloh Garner	● Jun 13, 2021	100 days ago By: You	1	
Adilynn Madden		95 days ago		

**Would you like to take any follow-up actions?**

- Add task  
Follow up on any important notes from your conversation
- Send peer recognition from Adilynn  
Send an email to peers Adilynn might have recognized in this round
- Complete round  
If there is nothing to follow up on!

Skip

Optional:

- Send an email to schedule a meeting
- Add a note to document the conversation
- Send a peer recognition
- Add a task to follow up on

After saving a note, you will be automatically prompted to take follow up actions or complete the round