Leader Rounding in Laudio

laudio

Streamline your daily work with Employee Rounding in Laudio

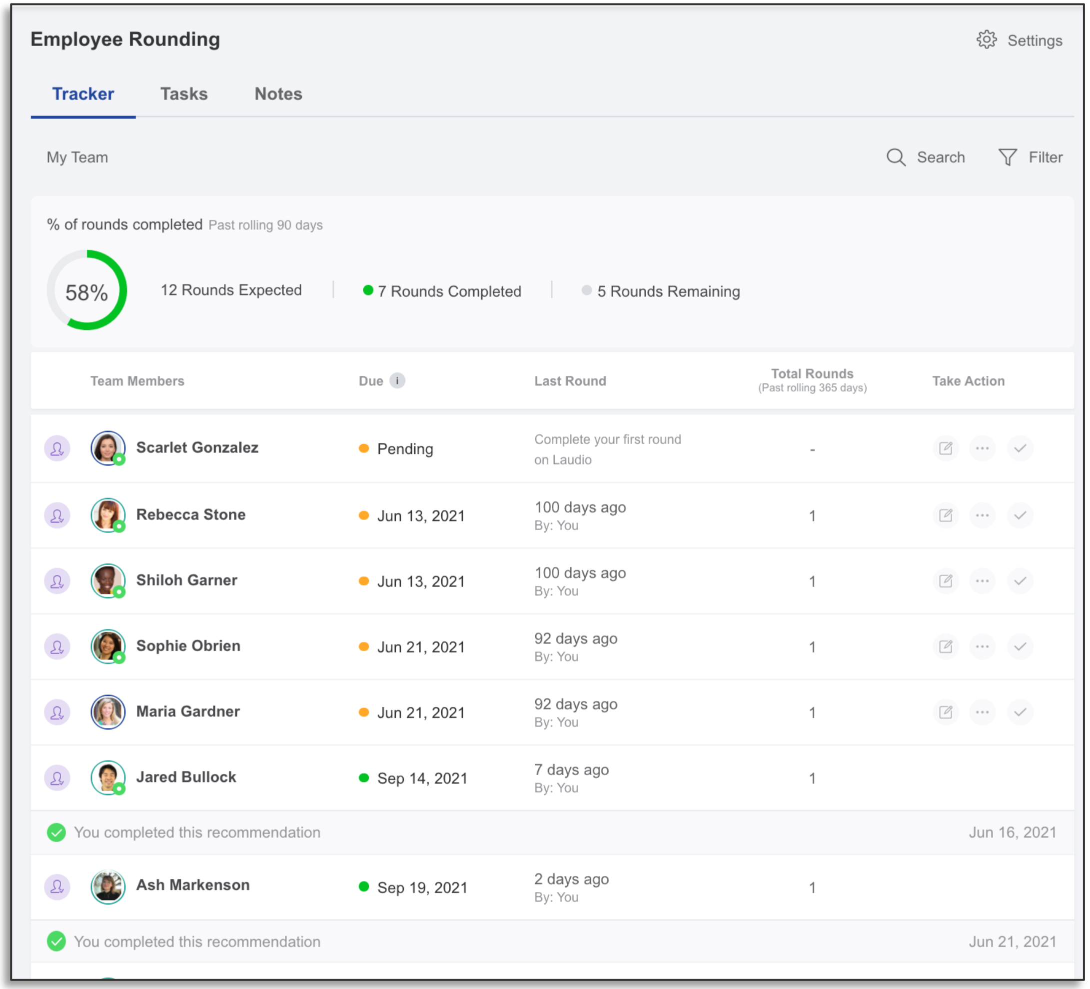
The Employee Rounding workflow enables you to track, plan, organize, and execute meaningful, one-on-one conversations with your team members while building trust, support, and engagement

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!

laudio

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!

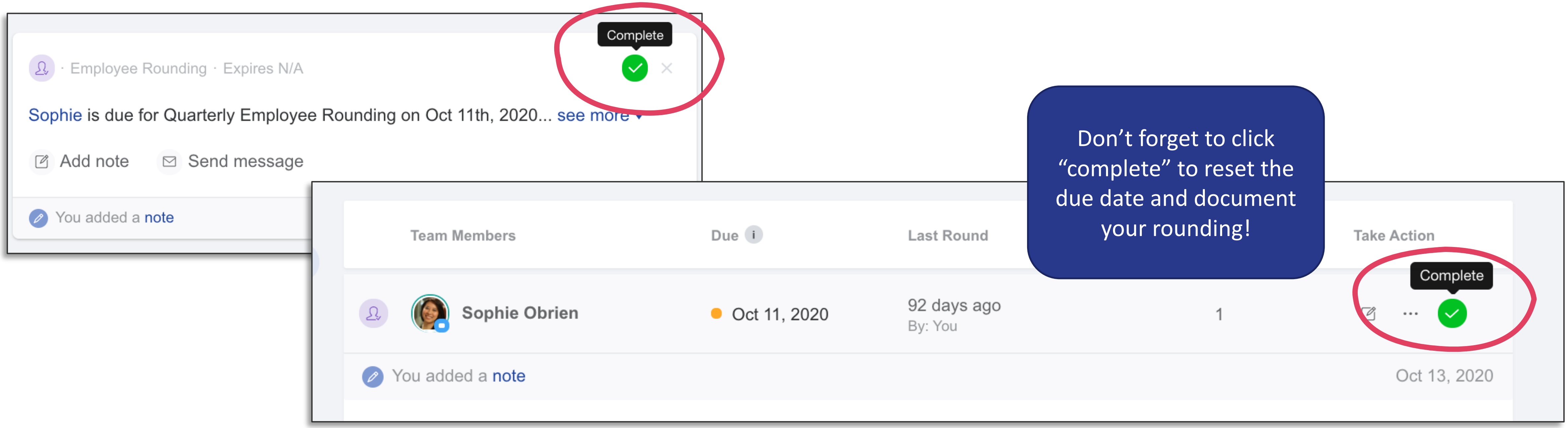
Templates prompt a one-on-one, meaningful conversation with your team members – upload your own questions or use our preselected rounding prompts.

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

Document a Rounding interaction

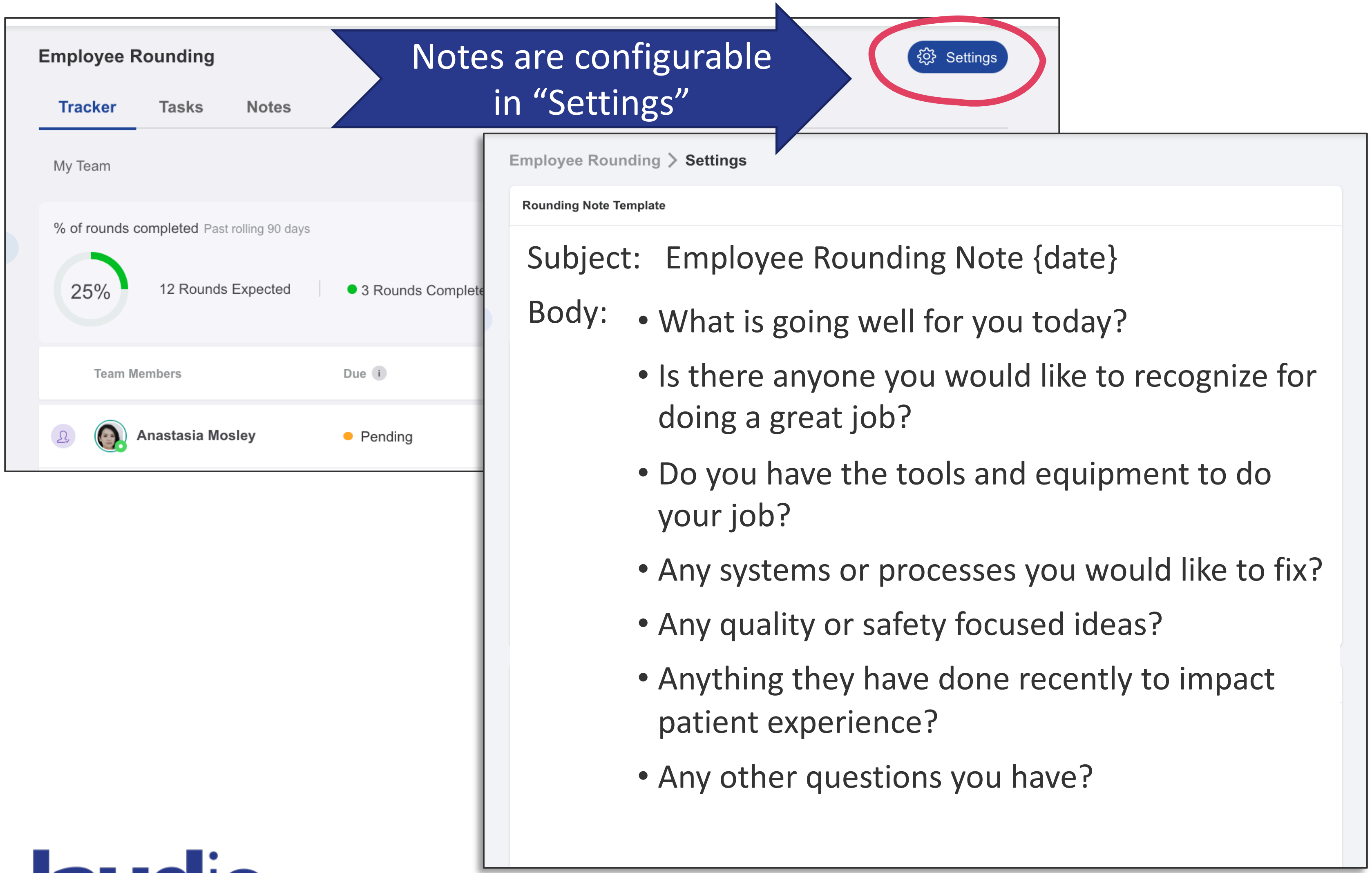
“Complete” rounding within the workflow (or directly from the team member’s profile on the recommendation card) to document the interaction in your team’s metrics.

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)



Don’t forget to click “complete” to reset the due date and document your rounding!

Documenting a note - create your own template!



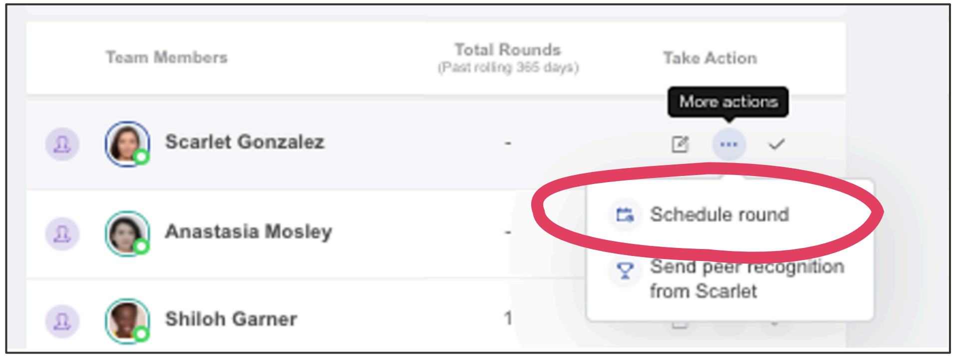
Add your own questions and prompts to the note template

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

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

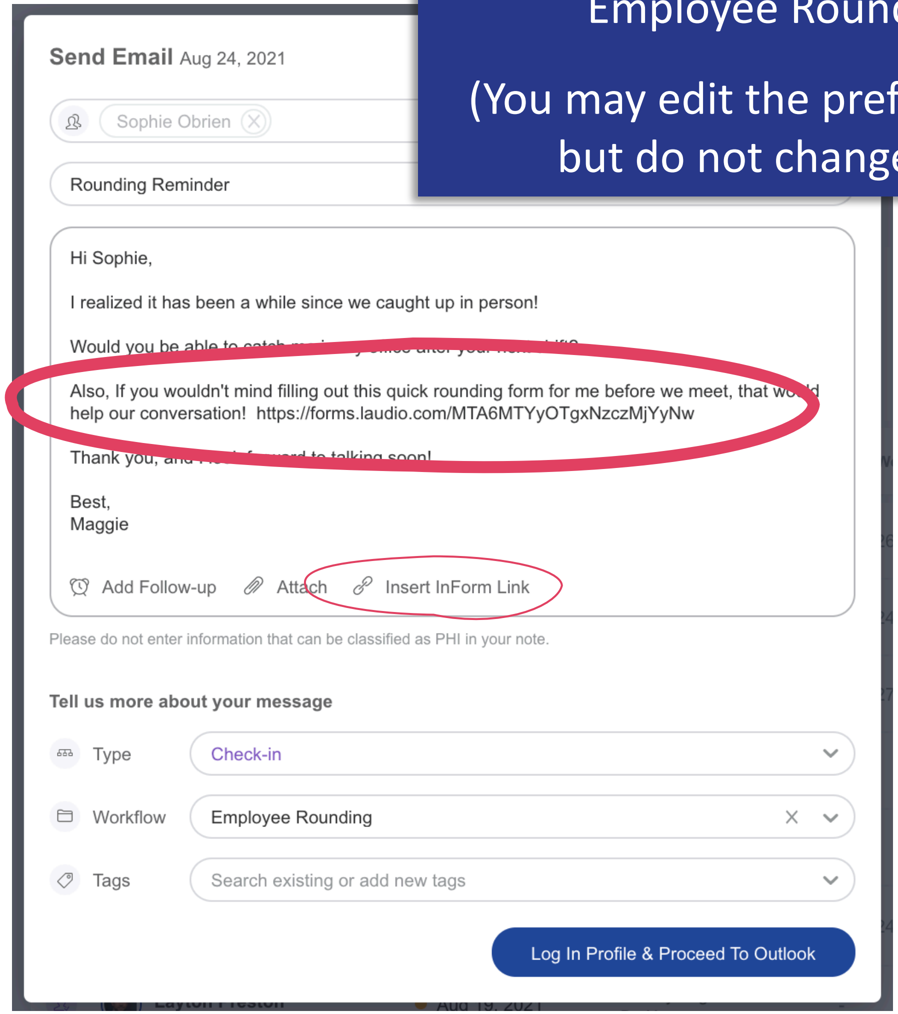
Get some input by sending an InForm prior to meeting

Click "Schedule Round" for the chosen team member



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

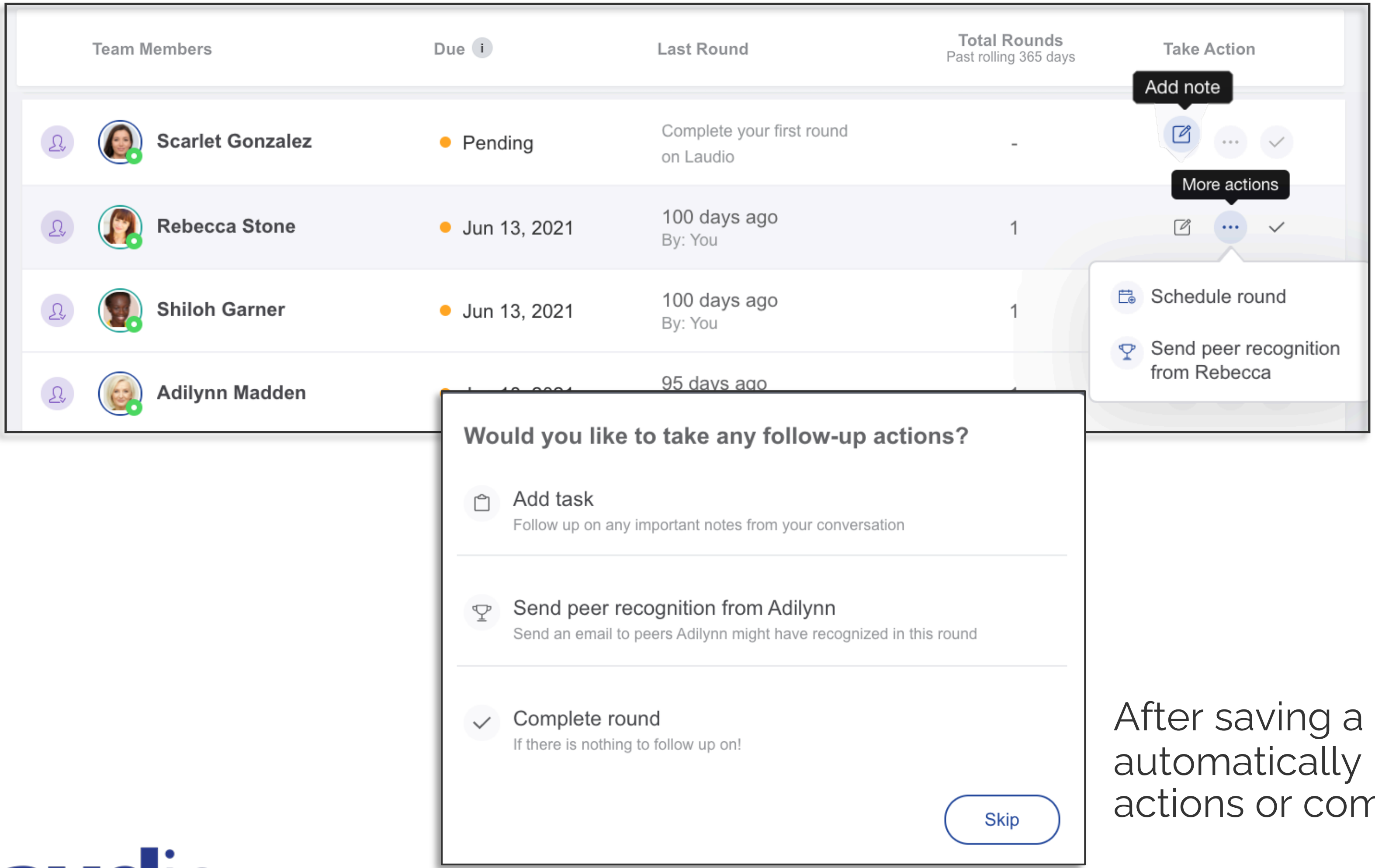
(You may edit the prefilled email message but do not change the link itself)



- 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

laudio

Other Rounding actions



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