

2DAYSMOOD

How to successfully implement 2DAYSMOOD into teams?

TIPS & TRICKS



BEFORE START 2DAYSMOOD



INTRODUCE 2DAYSMOOD



Gather your team or announce the start of 2DAYSMOOD through an e-mail. Clarify why you think working with 2DAYSMOOD is important. Be inspiring and convincing. Furthermore, point out the benefits for the team. Talk about results you want to reach.

For example:

- How you can better motivate the team
- How you can elevate a positive working atmosphere.
- How you can lower the amount of sick leaves and burn-outs.

EXPLAIN BASELINE ASSESSMENT



Are you starting with the baseline assessment? It is essential to bring this to your team's attention along with its goal and schedule. During the baseline, every employee will also receive an e-mail with a detailed explanation from 2DAYSMOOD.

A baseline assessment takes 5 minutes. Schedule a meeting beforehand in which the team can come together to discuss the results and create steps to achieve their goals.

COMMUNICATE YOUR INTENTIONS



Make sure that the survey process is clear for yourself. Communicate your intentions with honesty and clarity. Establish concrete deadlines and responsibilities.

- When or how frequently will you discuss the results with the team?
- How are you going to give back the results?
- When will action plans be made?
- Who will execute the action plans?, who keeps track of progress? Etc.

ENSURE COOPERATION



How reliable and valid the research is, depends on how high the answer percentage is. Representative data will lead to helpful and valuable conversations. Here are some tips to achieve a high response rate!

Thank your team upfront and point out that:

- Serious participation can lead to positive results within the team.
- 2DAYSMOOD is always safe and anonymous.
- Individual data will never be available to managers/colleagues.
- Unless employees personally note their names with their answers.

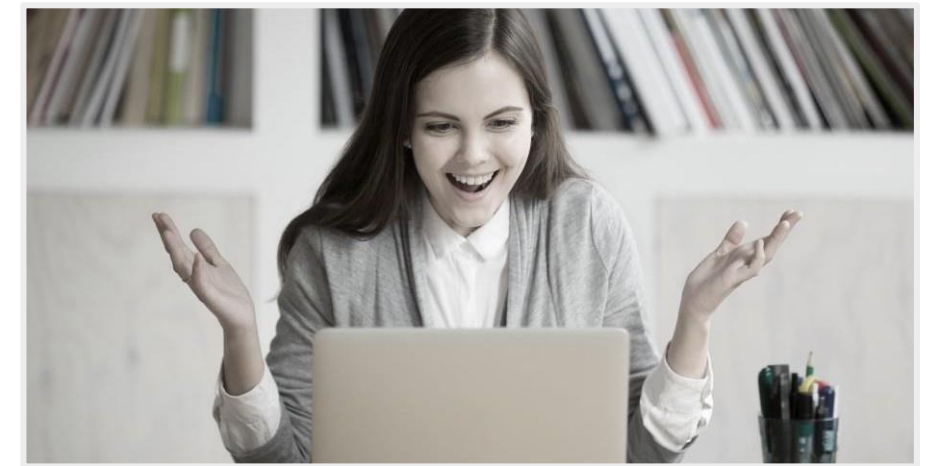
CREATE A SAFE ENVIRONMENT



You want to make sure your team members can give their honest opinion without any uneasiness. It is therefore crucial to create a safe environment.

- Show your open and approachable side, coach your colleagues or employees.
- Convey that there are no negative consequences attached to honest feedback.
- Explain the worth of constructive feedback and how it can be used.
- Be a role model and share positive feedback and/or constructive criticism.

ROLE OF INDIVIDUAL EMPLOYEES



Everyone is responsible for their own happiness at work. Only complaining instead of actively contributing to a solution is not useful for anyone. Having a positive and active attitude is therefore highly appreciated within organizations, now more than ever.

Encourage your team to actively take on the feedback from the survey data and the tips from 2DAYSMOOD. Of course using your own interventions, ideas or solutions is always appreciated. Improving team morale and productivity is a shared responsibility.

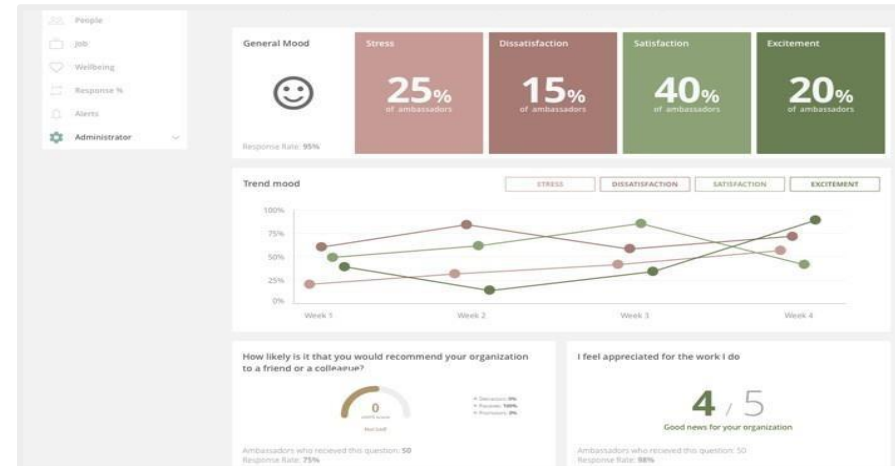
DISCUSSING REPORTS



It is essential that you do something with this data and the additional data from the dashboard. Share the visualizations with your team and colleagues. We also advise you to frequently discuss the results. Your employees will be expecting this from you! They give their input, so they will be expecting some feedback in return.

Make sure that this becomes a structured part of your work process.

DATA INTERPRETATION

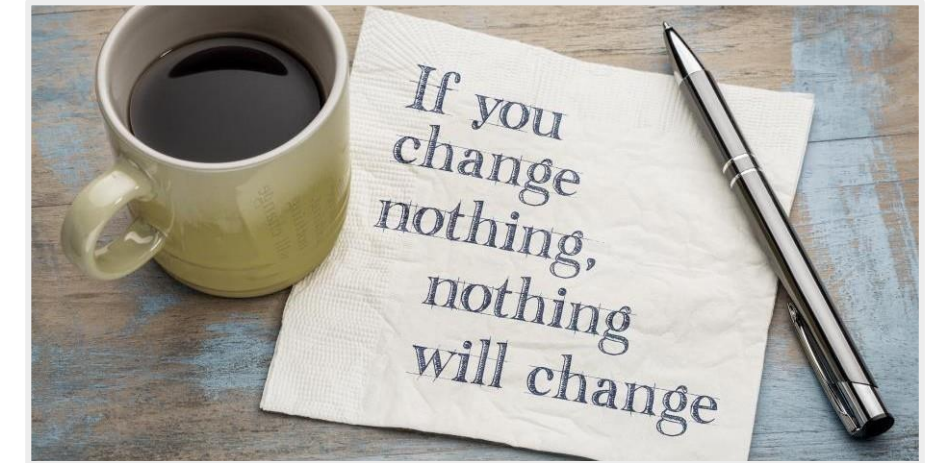


Be transparent about the results and convert the data into a language that is understandable for everyone. Make sure that the data is relevant for your team.

Try to interpret the data the correct way, by not just highlighting the negative aspects but by also looking at things that went well.

The 'good-jobs' that you and your colleagues notice and reward are equally important as the aspects that gain negative recognition.

ACTION PLANS



We advise you to make a list of action points that you would like to take on during a short and long period of time. Decide who is responsible for which action point and when the action point should be finished.

Some subjects are more difficult to box in a limited time period. Still, make sure that these subjects stay on the agenda for as long as they remain relevant.

Discuss the action list at every team meeting. Your colleagues want to remain updated on progress and improvements.

SETTING PRIORITIES



Even though many topics can and will be highlighted throughout the survey, it is important to set clear priorities. Not all topics have the same priority or are to be grasped and tackled immediately. Having more priorities on the list, enlarges the chance that a part of it will not be properly handled. This will eventually make you lose employees in the process.

Also make it clear to your team when some issues cannot be handled. After all, not all problems can be solved, sometimes for operational and sometimes for financial reasons. You can try to be creative in your solution, but 'no' is also an answer.

INVOLVE YOUR EMPLOYEES



We advise you to analyze whether some action points can be picked up by the team or a group of employees. If the last option is possible then establish a project team and enable them with the (financial) measures and tools to get working.

This will greatly enlarge the engagement and willingness to change. With that you also send out a signal, that you take the input of employees very seriously and that it is also their own responsibility to realize positive change.

LIVE UP TO EXPECTATIONS



With the introduction of 2DAYSMOOD you explained to your employees why you implemented the survey and what your intentions were. Find out what expectations you have raised within the team and live up to them!

Follow promised action plans. Keep the discussed and scheduled actions on the topic list at team meetings. Report its progress at quarterly team updates or integrate it into performance and progress reviews. Nothing is more damaging than to measure something and not fall back on it with your team.

KEEP COMMUNICATING



Communicate, communicate, communicate. We cannot stress this enough.

- ✓ Schedule in regular moments to give feedback to your team.
- ✓ Communicate when things are going well!

Having a conversation remains the most valuable tool that constructs positive change. Keep showing a genuine interest in the work and personal related issues of your colleagues. Never forget the power of personal contact. So, when you walk into the office, ask your team: How do you feel at work today?

LINK YOUR DATA BACK TO KPI'S



Link the results back to the level of sick leaves, employee turnover, customer satisfaction, productivity and other key statistics or KPIs.

Try to monitor and steer how your (engaged) employees or colleagues impact the overall team and company results.

Tip: Never perceive the data as definitive truth. After all, the data serves merely as a tool to start and lead a conversation.



Moods are
contagious,
work with
positive
energy!



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