



COMMUNICATION

Engagement Survey

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WHY ENGAGEMENT?

We improve and develop the company through our people!

- It is an opportunity to share opinions about the job and workplace in a safe way.
- The survey is an important tool for identifying what we do right and what we can do to improve employee engagement - within a team, but also in the company as a whole.
- How satisfied and motivated we are is likely to influence our behavior and performance. By gaining knowledge about our workplace, we can act and make a difference.
- By measuring engagement continuously, we will also be able to follow up on development to make sure that we are working with the right things.

HOW & WHEN?

How do we carry out the survey?

- The employees will be invited to participate by email (from ^company^@ennova.com) and take the survey online.
- The employees can choose to take the survey using a computer, tablet or smartphone.
- During the data collection period, two reminders will be issued to employees who have not yet completed the survey.
- Ennova ensures that the survey is confidential and guarantees that no individual responses can be identified at ^Company^.

When do we carry out the survey?

There are three main steps to the survey process:

- Employees complete the survey during ^date^ - ^date^
- Managers receive the results for the review on ^date^
- Managers and employees discuss the results in order to make a difference from week XX onwards.

Who will participate in the survey?

- All employees with at least XX months of employment at the company before the survey is sent out (i.e. ^date^) will receive a survey invitation.
- This is to ensure a high response rate and that the invited employees also will be able to participate in the follow-up work.

THE ENNOVA GELX MODEL

The GELx model stands for **Global Employee and Leadership Index**, and it is a proven concept for measuring employee engagement.

It is also the foundation for Ennova's global benchmarking database with both national and industry benchmarks. To raise the bar, Top in Class benchmarks are also available as a guideline for setting ambitious but realistic targets on a strategic level.

Employee engagement

Employee engagement consists of two overall KPI's (Satisfaction & Motivation and Loyalty) and measures the level of engagement.

Engagement is the overall result of how we perceive our work, work situation and the company as an employer.

Drivers

Driving factors are (more or less) important to the overall engagement in your team. Discuss, define and follow-up on activities based on areas of importance for your team, in order to maintain or increase engagement.

Translated into +50 languages

Tested in more than 100 countries

Used in all industries

+ 300 clients/year use the model

+ 25,000,000 employees surveyed

DRIVERS



Reputation



Senior Management



Immediate manager



Co-operation



Job content



Working conditions



Remuneration



Learning & Development



Employee Engagement

The logo for AAA, consisting of the letters 'AAA' in a bold, sans-serif font with a registered trademark symbol.The ISO 27001 logo, featuring the letters 'ISO' in a bold font with a globe icon behind it, and the number '27001' below.

We are certified at a very high level, including SOC2. It means, you can trust us with your data.

Learn more here:

<https://www.ennova.com/en/guidance>

<https://www.ennova.com/confidentiality-rules>

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INPUT TO YOU

- The engagement survey is a feedback and dialogue tool to support you as a manager and to support your team.
- How many employees who choose to participate will determine whether you get an individual result as a manager.
- As a manager, you have a responsibility to motivate employees to participate in the survey by:
 - **Being a role model** for your employees and showing that you believe in the engagement survey
 - **Involving your team** in the improvement work and by keeping track of your activities continuously. Keep in mind that there is ongoing work throughout the year, and it is not a one-off activity
 - **Communicating the survey purpose** before, during and after the survey is conducted, and reminding your employees to participate in the survey

What makes us motivated in our work varies.

But one thing is certain, if you and your employees are engaged and make an effort to change your work environment, you will see improvements.

The engagement survey helps you to get the knowledge to act and make a difference!

ENJOY.

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**COMMUNICATION-
PLAN
INSPIRATION**

PREPARATION PHASE

ACTION	MESSAGE/ CONTENT	COMMUNICATION CHANNEL	DEADLINE FOR ACTION	RESPONSIBLE
Inform all Managers	What is People Pulse? Why is it important? Timeline; how will we follow up? What is expected from you?	Mail from CEO	dd-mm-yyyy	HR
Inform all employees	What is People Pulse and why is it important to participate?	CEO mail	dd-mm-yyyy	HR/CEO

DATA COLLECTION

ACTION	MESSAGE/ CONTENT	COMMUNICATION CHANNEL	DEADLINE FOR ACTION	RESPONSIBLE
SURVEY	Invitation to participate, including link	Email from Ennova	dd-mm-yyyy	Ennova
Follow-up on participation with managers	What we expect from you? We will provide you with a link to real time answering rates	Email from HR - cc CEO	dd-mm-yyyy	HR
Reminder to managers	Update on participation - remember to encourage staff - it is your responsibility to follow-up and motivate	Email from HR - cc CEO	dd-mm-yyyy	HR
1 st Reminder / 2 nd Reminder	“Please answer the survey”	Email from Ennova	dd-mm-yyyy	Ennova
Close roll-out process	Thank you for participating in the survey. We will analyze the results and present conclusions on Date	Email from HR to all employees	dd-mm-yyyy	HR

ROLL OUT

ACTION	MESSAGE/ CONTENT	COMMUNICATION CHANNEL	DEADLINE FOR ACTION	RESPONSIBLE
Involve all Managers	Please inform managers that they will receive an email from Ennova on Date. It is important to participate.	Email to Managers	dd-mm-yyyy	HR
Involve employees	Today you will receive an email from Ennova. It is important that you participate.	Email to employees	dd-mm-yyyy	HR
Further info to employees via Intranet	How to participate	Intranet announcement	dd-mm-yyyy	Communication dept. Intranet