



[DATE]

TEAM CHECKUP

[TEAM NAME]

This Pulse Tracker is designed to help team managers who have been forced into managing a virtual team during the coronavirus pandemic. This report includes the following data that enables you to act immediately:

**HOW DOES
YOUR TEAM
CURRENTLY
FEEL?**

PAGE 3

This page shows how your employees have answered each of the engagement questions.

The arrows are used to compare your average with the average in the Innovisor Benchmark.

The average is calculated based on the responses: strongly disagree is 1, disagree is 2, neutral is 3, agree is 4, and strongly agree is 5.

**WHAT CAN
YOU DO TO
SUPPORT
YOUR TEAM?**

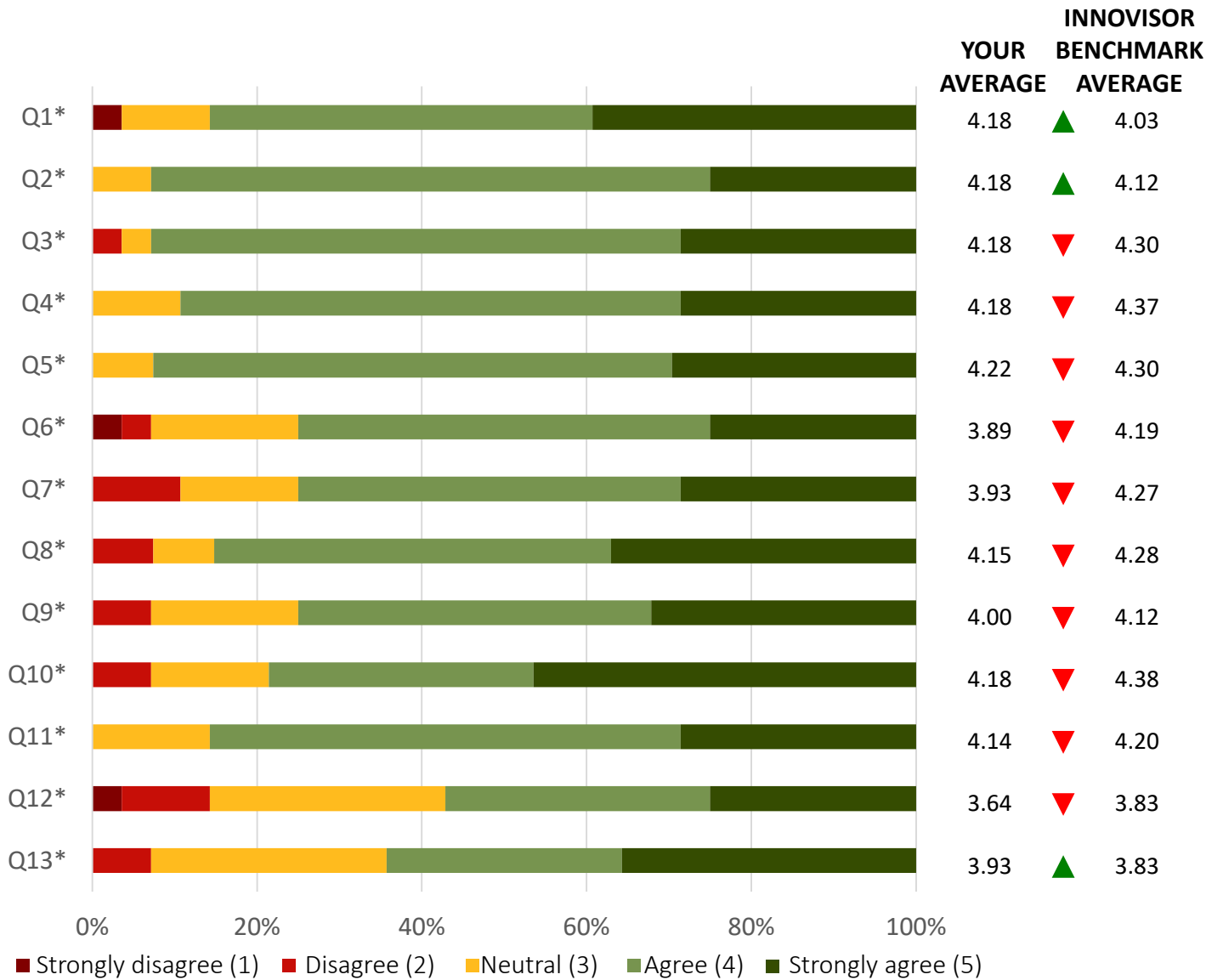
PAGE 4

This page shows the answers to two open questions that give you direct input from your employees on how you can support them:

1. What can we do as a team to support you to be as productive as possible during this time?
2. What can we do as a team to support you in staying connected during this time?

HOW DOES YOUR TEAM CURRENTLY FEEL?

31 RESPONSES FROM [TEAM NAME]



*QUESTIONS ASKED IN THE PULSE TRACKER SURVEY:

- Q1 Transparency: I feel informed about what is happening in our organization during this time
- Q2 Communication: I receive internal communication with the right frequency during this time
- Q3 Alignment of Expectations: I know what is expected of me related to my work tasks during this time
- Q4 Social Connectivity: I am able to stay connected to my colleagues during this time
- Q5 Help and Advice: I know where to find relevant data and information to do my job during this time
- Q6 Flexibility: I have the flexibility to structure my workday for high performance
- Q7 Virtual Meetings: We have a good practice for productive virtual meetings
- Q8 Trust: We work with a high level of trust in our team
- Q9 Motivation: I am able to stay motivated while working from home
- Q10 Future Outlook: I feel confident about the future of our company
- Q11 Working from Home: I am able to solve my daily work tasks from home
- Q12 Wellbeing: I am able to maintain a healthy work-life balance
- Q13 Productivity: I am able to maintain the same level of productivity as before

WHAT CAN YOU DO TO SUPPORT YOUR TEAM?

WHAT CAN WE DO AS A TEAM TO SUPPORT YOU TO BE AS PRODUCTIVE AS POSSIBLE DURING THIS TIME?

- 1 Allow us to borrow equipment that we would normally use in the office (screens, mouse etc.).
- 2 I think there are now too many meetings - I spend so much of my day talking about work and not enough time doing it
- 3 Less VCs/calls
- 4 n.a.
- 5 Productivity is still high, some work needs to be done from the office (print-outs, analyses where large screen / two screens are required). As long as it is ok to do this from the office, no further support needed
- 6 - Fewer emails - if your question is a quick one, pick up the phone rather than emailing, as our inboxes are overflowing and it's easy to lose track of short questions - Offer better work space set up for those without a dedicated space such as an office at home. Certain team members lack proper desks / chairs / IT equipment
- 7 A base to connect a second monitor & a bigger desk wouldn't hurt
- 8 Doing well already, I think
- 9 Happy with the equipment provided and the systems in place, including communication tools; therefore, I don't think there is anything further required at this stage from my perspective.

WHAT CAN WE DO AS A TEAM TO SUPPORT YOU IN STAYING CONNECTED DURING THIS TIME?

- 1 I think what we have now is enough and thanks for sorting out socials and exercise
- 2 - Keep up the monthly company-wide calls and regular email updates - Provide more information regarding the return to work - would only some teams return at first, what is the holiday policy, etc.
- 3 Doing well already, I think
- 4 Don't have an idea
- 5 I feel very connected and think our company has gone above and beyond in this respect.
- 6 I think our company is trying its best in very hard circumstances to keep all in the loop. There is the formal Monday 0830 meet, monthly town hall and I think most teams are running their own daily team catch ups. maybe a noticeboard to post updates and news, etc as well.
- 7 I think there is already a very good level of communication both at team and company level. We have daily meetings, individual calls and wider team meetings on a regular basis, as well as the full company updates.
- 8 I would be interested in providing any help to the Covid-19 Committee that might be required. Whilst it is very positive to be on the receiving end of the decisions / communications, I would like to feel involved and help out.

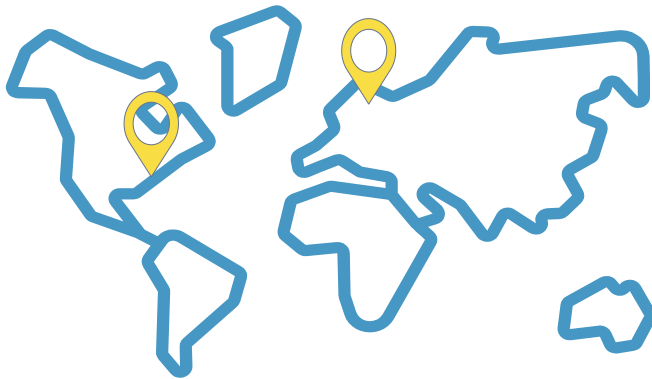
ABOUT INNOVISOR

Innovisor is the recognized advisory within organizational network analysis. It delivers its organizational diagnostics products and services to clients across the world. It documented and coined the “Three Percent Rule” for identification of influencers inside organizations.

The clients of Innovisor come in all sizes and from all industries. The one thing they have in common is that they share our belief: if you listen to your people, trust and engage them, there are no limits to what you can achieve as an organization.



Innovisor is committed to the SDGs. Its operations are closely aligned with three carefully selected SDGs to which it can contribute with the greatest impact – no. 4, 5 and 13



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