

ActivTrak

Productivity Lab

A Guide for Introducing ActivTrak
to your Workforce



Key Principles for Introducing ActivTrak

Be transparent

Communicate

Encourage
ownership in
the results

Culture is key

Key Principles for Introducing ActivTrak

- ▶ **Be transparent** about your intent and how the data will be used throughout the process.
- ▶ **Communicate** and communicate often. Communication is critical prior to your implementation, throughout your implementation, and on an ongoing basis to share insights and capture feedback.
- ▶ **Encourage ownership in the results.** Include your workforce in not only the findings, but also the solutions. Emphasize a culture of continuous learning and performance improvement.
- ▶ **Culture is key.** Through focusing on areas 1-3, you've made it clear that transparency, improvement, and collaboration are paramount. Reinforce this message wherever possible.

A Checklist for Introducing ActivTrak to your Org



Plan your roll-out and decide who will have access to ActivTrak data. Learn more about ActivTrak access roles [here](#).



Meet with Managers to introduce ActivTrak, discuss how they should use it, and answer questions.



Inform Employees about ActivTrak and invite them to a company meeting to learn more.



Host Company Meeting where your leadership team can cover the goals of using ActivTrak and address employee questions.



Train and Roll-out
Schedule training for your users by contacting the [ActivTrak onboarding team](#).



Share Insights with your employees as often as practical to engage them in the process and recognize successes.

ActivTrak Resources

These items will give you peace of mind and confidence in the roll-out phase of your ActivTrak implementation. We've got all of your bases covered with the following:

- ▶ Email template to announce ActivTrak company-wide
- ▶ Presentation for introducing ActivTrak to managers
- ▶ Presentation for introducing ActivTrak company-wide
- ▶ ActivTrak FAQs

[Download editable versions of our resources here](#)

Questions? Our ActivTrak Customer Success team is here to help.

[Learn more](#)

Thank you.

