

Factsheet No.1 Getting Started

1. What is the Team Pulse Program?

Please view this brief **Team Pulse HERE**

The HPT Team Pulse is a brief (10 second) <u>confidential survey</u> that is emailed to HPT Team Pulse participants every Thursday morning. At the end of each month, a 'Team Pulse' scorecard is sent back to the team to drive conversations on boosting team wellbeing. The HPT Team Pulse uses 4 simple questions to assess each of the 4 indicators of Team Health (aka Collective Team Efficacy - CTE).



2. How do Pulse Surveys Work?

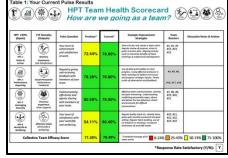
Completing the HPT Team Pulse Survey is easy!

- 1. **Every Thursday at 7am** HPT Team Pulse will send your individual Pulse Survey to your nominated email address (please add to your address book to ensure that you always receive your HPT Pulse Survey emails).
- 2. Once you receive your email, click on the "Click here to answer the survey now" link. Open your link on a mobile device, otherwise use **Google Chrome or Mozilla Firefox** web browser if you have any difficulties accessing your individual HPT Team Pulse survey via your desktop.
- 3. To answer the survey read each item and click the sliders to record your rating. It's best **not to overthink your rating** but rather go with your **'gut feel'**. Once you've finished click the "submit" button at the lower left of the screen.

1. Job Satisfaction Your level of achievement and satisfaction at work in the past week. ON 25% 50% 75% 100% Wery Low Low Moderate High Very High 2. Performance Feedback Regularly giving and receiving feedback with co-workers in the past week. ON 25% 50% 75% 100% Wery Low Low Moderate High Very High 3. Peer Support Communicating effectively and openly sharing with co-workers in the past week. ON 25% 50% 75% 100% Wery Low Low Moderate High Very High 4. Work/Life & Wellbeing Your level of satisfaction with your work/life and wellbeing in the past week... ON 25% 50% 75% 100% Moderate High Very High 4. Work/Life & Wellbeing Your level of satisfaction with your work/life and wellbeing in the past week... ON 25% 50% 75% 100% Moderate High Very High

3. Team Scorecards: What, When & How?

- 1. At the end of the month your team's HPT Team Pulse Scorecard will be sent to all team members which shows your team averages for the month (individual pulse data remains confidential).
- 2. A short (8-10min) Team Debrief Conversation is then scheduled at your next team meeting to develop positive actions to maximise Team Health for the month ahead. The team debrief protocol is descried in more detail **HERE**.



4. Taking Action: 10min Team Boosters!

When it comes to taking action to boost Team Wellbeing we highlight several 10min Team Boosters in your Team Scorecard linked to your lowest Team Health indicator. We've developed over 24 x 10min Team Boosters suitable for all teams across all areas of Team Health so they can take action quickly and easily. Download the guidebook HERE or watch the quick-start videos on YouTube!

