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wevox



# Review Workshop for Managers

Ver1.0(2018/07/01)

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## Introduction

In order to get the most out of wevox results and increase organizational engagement, it is important for managers to use wevox as well.

This workshop was designed to help managers understand how to view wevox and the results, so they can use it to improve their organizations and teams.

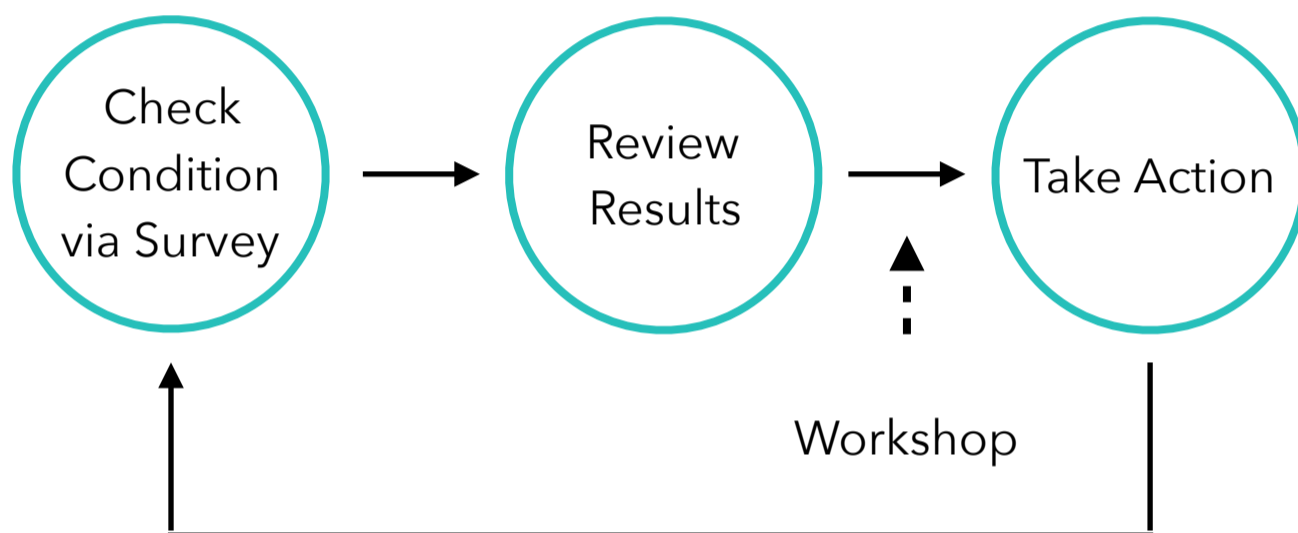


Figure. wevox Improvement Cycle

## Workshop Details

Duration	90 min.
Things to prepare	Workshop sheet (in this document)
	Pen
	Device to check the wevox results
Place	Meeting Room
Number of Participants	3-20 people (4 people per group)

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## Things to keep in mind for the workshop

- 1 **Have a device and environment to be able to check the wevox results**



This workshop will be conducted while viewing the results of wevox. It is recommended that you **do this on your own PC in an environment with an internet connection.** If you can't connect to the Internet, please prepare to print out the results screen.

- 2 **Do this in an environment where each group is comfortable talking to each other.**



This workshop will be divided into groups of about 4 people. Please create an environment where it is easy to talk in groups by gathering the desks. Please conduct the groups from the **same department, occupation, so it is easier to compare.**

- 3 **Focus on time for participants to think and talk**



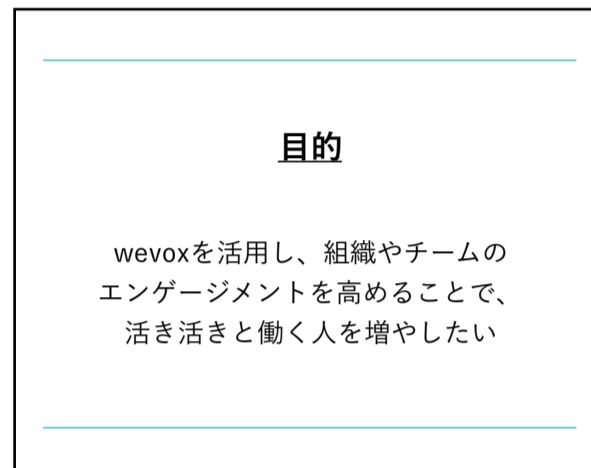
The most important point is to give the participants proper **time to think and talk.** By taking time to output their input, they will gain a better understanding of the team situation. If the time is too short, please allow enough time for an extension.

# Agenda of Workshop

The workshop will be conducted based on the workshop materials. The number of pages in ( ) indicates the number of pages corresponding to the material.

## 1 Explain the purpose of implementing wevox

Let's start by explaining the background and purpose of implementing wevox. Sharing your reasons for implementing wevox and your company's thoughts on the subject will help your managers feel more confident and make better use of it.



## 2 Explain about the workshop and wevox (p7-12)

Please explain the agenda and objectives of this workshop, as well as a brief description of wevox. Go into the workshop with an understanding of wevox and engagement to ensure a smooth implementation.



After the first few times, please perform ① and ② above as necessary.

## 3 Start 1 in the worksheet (p14)

Conduct a workshop in which you will actually review your team's results and describe your findings. You will be asked to write down each of the 4 items on the workshop sheet in section 1.

### Point

You should also print out the explanatory material for each item.

wevox ワークショップ用シート

1. チームの結果を理解する

良かった項目 自分の想像より良かった/標準値より良かった/他のチームと比べて良かったなど	良かった項目の背景 良かった項目の背景/原因/取り組みなど
物足りない項目 自分の想像より悪くなった/他のチームや項目と比べて悪くなったなど	物足りない項目の背景 物足りない項目の背景/原因/意識出来ていないことなど

Please use this sheet

## 4 Share 1 of worksheet (p15)

Share with the group about the part 1 you just filled in. At this point, please share about "own team's results" for 5 min., showing the sheet to the rest of the group.



### Point

Show your PC or device screen facing the person you are speaking to, so that it is easier for your teammates to understand.

## 5 Start 2 in the worksheet (p16)

Using the results from earlier, fill out workshop sheet 2. It doesn't matter if it's a small thing, but a next action that you can visualize.

2.改善に向けてネクストアクションを考える	
<small>例) ○○を良くするために、▲▲を実施する。□□を改善する為に、●●を意識したコミュニケーションを取ってみるなど</small>	

Please use this sheet

## 6 Share 1 of worksheet (p17)

Finally, share the next action you just filled out as well as (4). You can also fill out your own next action on your own sheet.

2.改善に向けてネクストアクションを考える	
<small>例) ○○を良くするために、▲▲を実施する。□□を改善する為に、●●を意識したコミュニケーションを取ってみるなど</small>	
1on1実施時にキャリアの不安や相談に乗る。 毎朝の朝礼で業務の進捗を確認し、必要であればサポートするように声がけする。	

**Thank you for your time!!**

※Please collect the worksheet if needed.

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# **Workshop Sheet**

## 1. Understand the Team Results

### Good Categories

Were the good categories what you expected?  
 Which ones were higher compared to the standard?  
 How were the scores compared to other teams?

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- 
- 

### Why they are "Good" Categories

What do you think is the reason of the category scoring high?  
 Any hypothesis for the good categories?  
 Do you have any ideas that you've done for these categories?

### Categories for Improvement

Were the categories what you expected?  
 Which ones were lower compared to the standard?  
 How were the scores compared to other teams?

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- 
- 

### Why they are "Improvement" Categories

What do you think is the reason of the category scoring low?  
 Any hypothesis for these categories?  
 Do you have any ideas that you should've done for these categories?

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- 
- 

## 2. Think of the Next Action for Improvement

Examples) In order to make ... even better, I will try doing \*\*\* with my teammates.  
 In order to improve ..., I will keep in mind to \*\*\* when I communicate.

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<b>Key Driver</b>	<b>Name of Item</b>	<b>Definition</b>
 <b>Duties</b>	Worthwhile	Do you feel rewarded through your duties?
	Discretion	Are you given the discretion you need to perform your duties?
 <b>Personal Growth</b>	Accomplishment	Do you feel accomplished through your work?
	Growth Opportunity	Are you improving your competencies and skills through your work?
 <b>Health and Wellness</b>	Workload	Is your workload adequate?
	Stress Reaction	Are there any stress reactions such as headaches, irritation, or frustration?
 <b>Support</b>	Support for Duties	Do you have the support you need to perform your duties? Do you have the support you need to perform your duties?
	Support for Personal Growth	Are you receiving support for your growth?
	Clear Statement of Vision or Goal	Are team or individual tasks and goals easily communicated?
	Support from Co-workers in times of Need	When you're in trouble, will co-workers help you?
 <b>Relationship</b>	Relationship with Manager	Do you have a good relationship with your manager?
	Relationship with Co-workers	Do you have a good relationship with your co-workers?
 <b>Approval</b>	Approval of Opinions	Do you think people around you are listening to your opinions or comments?
	Recognition of Accomplishments	Are you receiving recognition or praise for your performance?
	Satisfaction with the Evaluation	Do you think you're being evaluated to match your performance and contribution?
 <b>Vision Strategy</b>	Empathy for Mission and Vision	Are you sympathetic to the company's corporate and managerial ideology?
	Empathy for the Company's Policies or Business Strategies	Are you satisfied with the company's policies and strategies?
	Pride in Business and Service	Are you proud of your business or service in your company?
 <b>Culture</b>	Trust in Management	Do you have confidence in the board of directors?
	Career Opportunities	If you are ambitious, does the company offer you a chance?
	Challenging Culture	Is it a company that aims to challenge?
	Cooperation between Teams or Departments	Do you feel that organizations are working together to achieve their goals?
 <b>Environment</b>	Validity of Praise and Recognition	When someone in the company gets a compliment or recognition, do you think it's appropriate?
	Satisfaction with Working Conditions	Is your workplace comfortable?
	Work-Life Balance	Do you have enough worklife balance when you need?
	Satisfaction with Compensation	Do you have enough compensation for your work?