



(Company Name)



**First Last Name**

Company Title

## Our Agenda

# Platform Training

**Purpose:** Training managers and employees on 15Five philosophy and core features

**Goal:** Empowered to use 15Five and navigate through core features

## 15Five Overview

## Platform Training:

- Check-Ins
- 1-on-1's
- High Fives
- Feedback
- Reporting

## Resources & Tips for Success



# About 15Five



## Where we are

Remote first company,  
with offices in Indianapolis,  
Raleigh and New York City.



## What we do

Continuous performance  
management software,  
education, and coaching to  
support and dramatically  
increase leadership and  
management effectiveness.



## Who we serve

Over 3,600 forward-  
thinking companies  
partner with 15Five to  
elevate performance and  
engagement across their  
organizations.



## How we do it

Combining technology,  
coaching, and education to  
create an environment  
where people can be their  
best and drive the highest  
levels of performance  
possible.



# 15Five Outcomes



**Improve Manager  
Effectiveness**



**Decrease Regrettable  
Turnover**



**Increase Employee  
Engagement**



**Maximize Employee  
Performance**



# A management system for modern companies





### **Purpose**

We exist to accelerate human-centered leadership in the world, so that companies *and* their people can thrive.

### **Our Mission**

To help leaders drive results through human-centered leadership and management.



# 15Five addresses the following challenges...

- “ I don’t know what to talk about in my 1on1’s” (Check-ins & 1on1’s)
- “ I don’t know what I should be prioritizing” (OKRs & Priorities)
- “ I don’t know how my work contributes to the organization” (Aligning OKRs)
- “ I can’t tell if anyone cares about my work” (High Fives)
- “ I don’t remember what I did all year” (Best-Self Reviews)



Let's dive in!



## ✦ Tips for Success

- 15Five doesn't replace communication, it **promotes** it!
- Managers need to review to check-ins **48 business hours** after they are submitted
- 15Five **tracks important information** to make reviews a breeze!



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**Success.15Five.com**



Email 15Five Support  
**Support@15Five.com**



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**Android & IOS**

# Feature Frequency



## Submit The Check-in

Employees & Managers

Take *15 minutes or less* to complete The Check-in at the end of each work week



## Review The Check-in

All Managers

Take *5 minutes* or less per direct report to review The Check-in

Review within 48 business hours



## Prepare for 1-on-1

Employees & Managers

Add Talking Points, Action Items, & Notes

Review Action Items from your last 1-on-1



## Give a High Five

Employees & Managers

Show recognition to anyone at anytime

Give High Fives when filling out your Check-in or via Slack



## Request Feedback

Employees & Managers

Request feedback from peers at any time



 **15five** + (customer name)

- **Check-in frequency:** Weekly on Fridays
- **1-on-1s:** Minimum bi-weekly
- **High Fives:** Ad hoc and in weekly Check-ins
- **OKRs:** quarterly and work with managers on setting up
- **Request Feedback:** Ad hoc



# Expectations & Agreements

- Check-ins are **not optional** - they are expected to be completed at the end of each week
- For managers Check-ins should be reviewed by end of day Tuesday, within **48 business hours** after they were submitted
- Personal/reflective questions, such as those that appear in your weekly Check-ins, are not 'graded', but meant for your own individual reflection
- For more information see our [15Five FAQ's here](#)



Learn in our  
Success Center  
[Success.15Five.com](https://Success.15Five.com)



Email 15Five Support  
[Support@15Five.com](mailto:Support@15Five.com)



Check-ins

High Fives

OKRs

1on1's



### Wrap-Up

What feature are you most excited about using or learning more about?

(please answer in the chat)



Reporting

Best-Self Kickoff

Feedback



Questions?



# 15Five Customer Community



## HR Superstars

[Join our HR community](#) where we equip and elevate HR leaders.

- Get timely resources
- Connect with HR peers and experts
- Learn what you need to create impact at your organization



## 15Five Customer Community

[Join our 15Five customer-only group](#) within our HR Superstars community.

- Connect with fellow customers
- Learn 15Five best practices
- Get exclusive customer-only events and announcements



## 1:1 Matching Program

Join our 1:1 match program to connect with fellow 15Five customers.

- Meaningfully connect with one customer each month to talk about what's top of mind for you
- Two ways to match: [All customers](#); [Exec only group](#)



Join the community at [community.15five.com](https://community.15five.com)