**Email template to managers**

Officevibe Just Got A Makeover!

Officevibe has been redesigned to put teams – and their people – at the heart of their experience. You, the managers, are crucial to the success of this project. We want to make sure to give you a proper heads-up as well as the opportunity to get to know the new platform and get trained accordingly.  The following will go through the details of what is changing in Officevibe, what it will do for you, what we expect, and when we’re going to do the switch.

What is changing, and why?

A whole suite of ongoing Performance Management features now helps you better understand your people. A brand-new Learnings section empowers managers to become their best selves and the revamped Engagement experience transform multiple reports into a single, simple team overview with mobile availability. [Click here](https://www.officevibe.com/blog/officevibe-makeover-teams) for a detailed blogpost. (YOUR COMPANY NAME) wants to keep improving and growing as a company, and Officevibe is going to help you identify areas to focus on.

We’ve organized an internal training session for managers on (date). Please make sure to subscribe/join and watch this video training to get familiar with the new Officevibe platform. If you can’t make it, here’s the [Recorded Training](https://officevibe.wistia.com/medias/8i4yl3yzz2) and the [Performance Management FAQ](https://help.officevibe.com/hc/en-us/articles/360037490992).

What will change:

1. Redesigned Officevibe platform and experience. Your current data and settings will be safely and automatically transferred to the new platform.
2. The experience is now mobile-friendly.
3. The “Improve Section” is now the “Learning Section”. AI now pairs your most challenging management issues with the best content from around the web, so you can resolve issues faster.

What’s new: Performance Management

Officevibe now offers an integrated Performance Management tool to give managers and employees a shared space for purposeful goal setting, coaching, and meaningful conversations. These additional features have been designed to improve employee engagement and build stronger relationships between you and your teams. Here is what can you do in this tool:

1. Schedule your 1-on-1s with each team member.
2. Create and track talking points in the shared Agenda space. You have the option to create your own or choose from the list of science-backed topic suggestions provided.
3. Set team goals to align your team’s objectives with the overall business objectives.
4. Set private follow up notes that only you can see.

In the coming months, new features will continually be added to your experience so that you can continue to meet your growing Engagement, Learning & Development, and Performance Management needs.

Please note that starting (DATE), we suggest that all managers at (your company name) start using the 1-on-1 meeting feature in Officevibe to schedule and lead their individual meetings. We recommend setting a recurring schedule for these meetings in your calendar. For 1-on-1’s to be effective, they need to happen regularly. This is a subtle but clear way for managers to show that they are not only invested in the 1-on-1 relationship, but that they will also be available to make time for their team members.

Expectations from you once this new version is live:

1. Make sure to login to the system (on date XX or generic: next week) to get familiar with the new design and functionalities. Please reach out to (NAME AND EMAIL) if you have any concerns or questions.
2. Start setting your team’s goals in the system. You will be able define action items and track progress made by each team-members towards said goals.
3. Sit down with your team and explain the changes. Let them know you will soon use Officevibe to schedule your 1-1s + activate the share report
4. Make sure you use Officevibe to schedule your 1-1s and keep track of them in the system.
5. Give your teams access to their results in-app to show transparency and engage them even more with the initiative (link SHARE REPORT)

RECAP:

Timeline: (to be filled in by HR).

Announcement to the employees scheduled on:

The new version will be live on:

Manager Re-training Session scheduled on:

For any questions, please contact: