London

August 2020

SPLASH - PERFORM

Coming Soon!

Dear all

In July when we shared how the mid-year reviews will be conducted, we also updated you of our plans to launch *Splash Perform* in time for the full year review window from 1st November to end February.

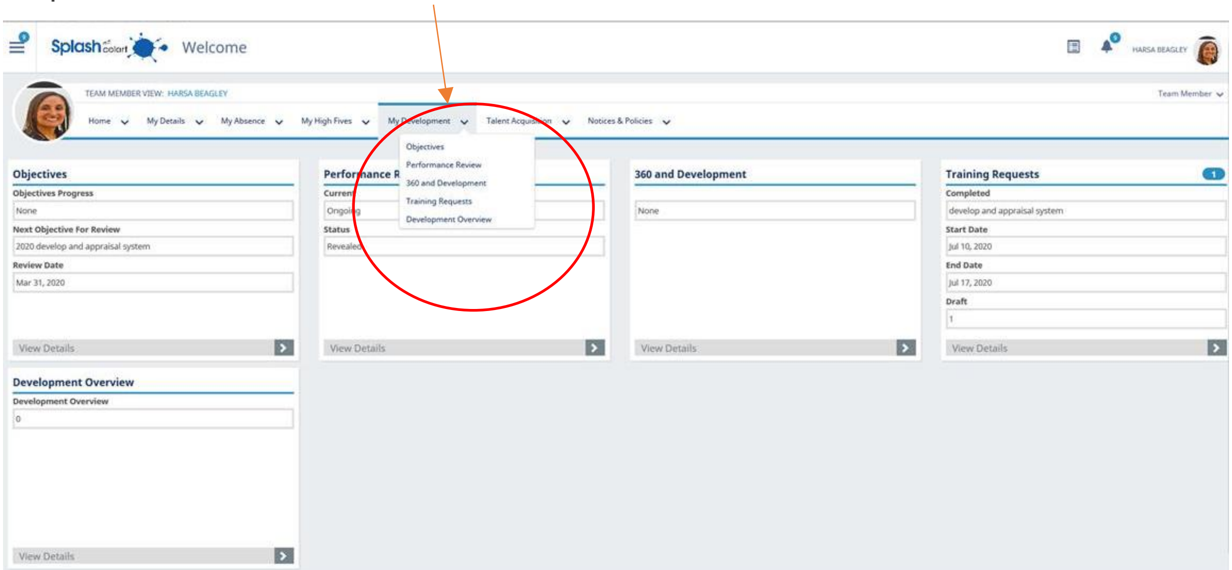
We had wanted to launch the system in time for the mid-year review, but we had to adjust our ambitions as a result of the impact of COVID-19…but we are almost there with the system development led by Harsa Beagley.

What is Splash Perform?

Put simply, Splash Perform is the new tool in Splash that will be the "*home*" for all things related to your performance and the development of your performance … in other words, *how* you do *what* you do and how you can do it *better*. This tool replaces the previous emPerform system that we were using.

How will the tool look in Splash?

The review tool will be found under the ***My Development*** tab in Splash and this tab will be made up of 5 sections which appear as options to choose from in a drop-down menu as show below: -



The ambitions is for each of these sections to be simple to use:-

1. **Objectives** – With this function you can draft objectives for the future performance year to be agreed by your manager AND reflect on your performance against objectives for the current year again to be agreed by your manager (mid and end of the performance year)

2. **Performance review -** With this function you use the questions to reflect on WHAT you do in your job and HOW you do it. Once completed, you can discuss your self-review with your manager who will add their reflections as appropriate.
3. **360 and development -** With this function you can request feedback from others in Colart and this feedback is then used for the development discussion to identify any development needs
4. **Training requests -** This function existed before but we have expanded it so you can request learning and development in line with job and business needs at any point during the year.
5. **Development overview -** With this function you can see a summary of development discussions that have taken place.

How will I know how to use the system?

We are creating bite-sized learning videos to guide you through the tool. These videos will be added to the Colart Academy for ease of access. Additionally, in November, your local HR teams will run drop-in sessions with live demos.

Can I have a preview?

Yes absolutely! We will be running short local webinars so you will have the opportunity to join to preview the system and ask any questions. Whilst we will record the sessions, please do join live if you can. Also, we are still looking for additional volunteers to test the system…what a great way to get an in-depth preview!

So, that's the tool….what about ensuring quality of the review discussion?

This is a vital to the value of the discussions that take place during the review period. For this reason, we are developing a workshop for line managers to ensure we fully equip them with the tools to get the best out of the discussions. These workshops are planned for September/ October. More information to follow.

In the meantime, we do hope you are continuing with the mid-year review process and sending completed forms to your local HR team who will monitor completion. As a reminder you have until end September for completion. Please also remember to inform your local HR team if any of your 2020 objectives have been updated so that we can upload the correct version onto Splash.

If you have any questions regarding the mid-year review, future functionality of Splash or any other question please talk to your line manager or local HR business partner.

Regards

Global HR Team