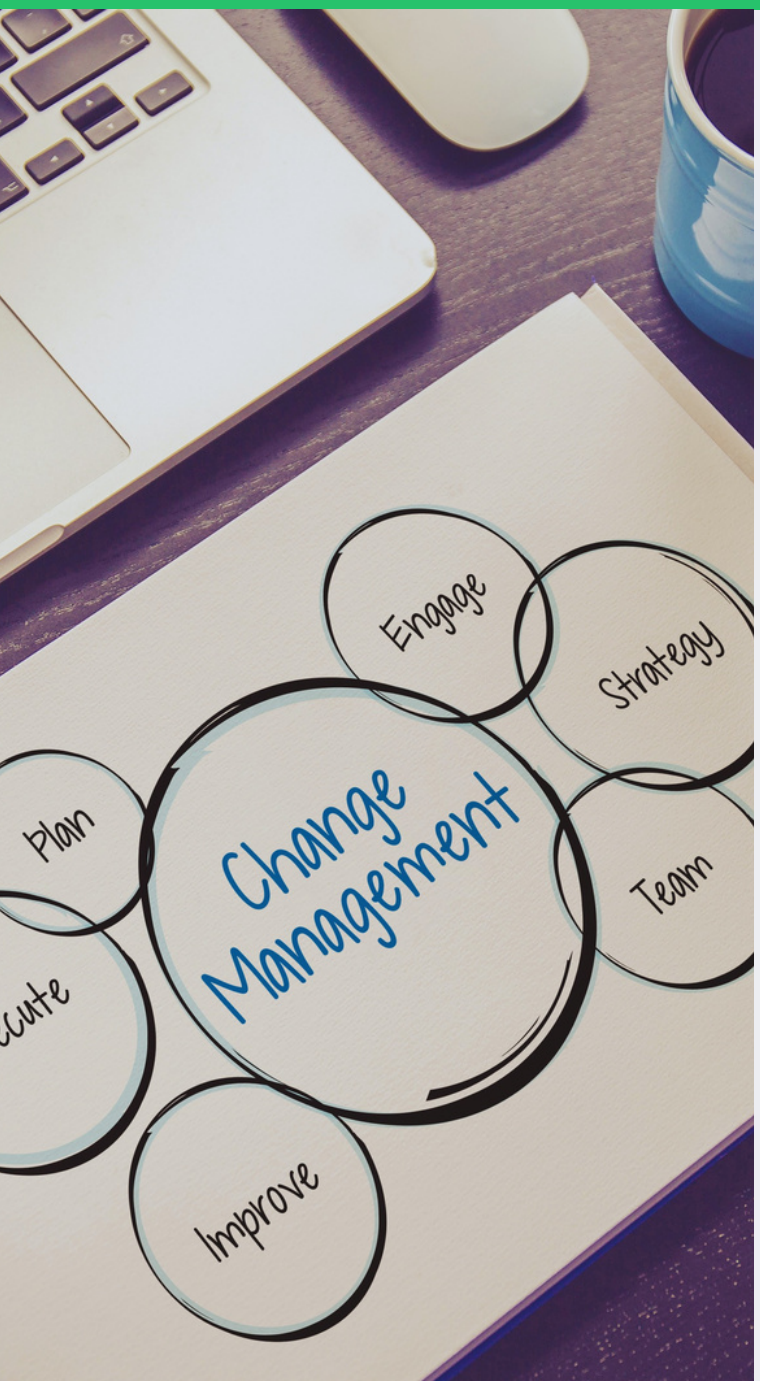
Time Doctor

CHANGE MANAGEMENT COMMUNICATION SUPPORT

FROM TIME DOCTOR

CHANGE MANAGEMENT

For organizations that are implementing new technology, having the correct change management communication is crucial. If done in the right way, employee buy-in and product adoption are easier and happen much faster. Helping the company get from where they are today to the desired future state.



As part of the commitment to our clients, Time Doctor is here to support you in crafting the right communications throughout your change management process.

This short guide lists the key steps organizations should take when communicating the implementation of Time Doctor, along with additional resources that can help along the way.

STEP ONE

Pre-Trial Communication

Before inviting users to participate in the Time Doctor trial, communication should be sent to them explaining who Time Doctor is and why your company is looking into the product. Transparency is a key piece of effective change management and being up front with your team can help with trial participation as well as overall morale.

This communication should cover:

01

Who is Time Doctor and what do we do.

02

Why the company is looking into this solution.

03

The key pain points you want to solve with Time Doctor.

04

The trial KPIs you will use to assess if Time Doctor is the right fit.

05

Next steps and what they can expect to receive from Time Doctor.

Access our pre-trial email template here to help you get started!

STEP TWO

Post-Trial Planing

Once your organization is ready to move from the trial to full implementation, it's time to develop the communication rollout plan. Utilize the checklist we've created below and take time to consider how these will work best for your organization.

Change Management Communication Plan Checklist

- ☑ Identify all teams or departments who will be impacted by this change.
- ☑ Identify the most effective channels of communication. We recommend a mixture of emails and meetings.
- ☑ Decide who these messages will come from in leadership, CEO, owner, or HR leader.
- ☑ Identify a manager or leader from each department to be an influencer of the product and who can answer questions.
- ☑ Craft key communication messages around how Time Doctor aligns with your company values and how Time Doctor will help you get to your company vision.
- ☑ Prepare and coach department influencers on these key messages and how to communicate the "What's in it for me" to employees.
- ☑ Create a timeline of when to send out the communications based on your implementation dates.

STEP THREE
Implementation & Rollout

Now with the communication plan ready, you can start to execute. Based on experience working with other Time Doctor clients through this process, the communication steps below are the most important to get right.

Email #1: Implementation - Introduction to Time Doctor

- Define the new vision for the company and how Time Doctor helps you get there.
- Relate the new vision to your company culture and values.
- Identify the pain points of this change and explain what they will and won't be using TD for.
- Explain the support they will receive throughout this change process- training, 1:1 meetings, feedback to managers, etc.
- List out the next steps and what they will be receiving from Time Doctor

Access our implementation email template here as a guide.

Email #2: Implementation - Manager Follow-Up

- Explain the changes happening to each audience. (the what)
- Explain why this is changing to them. (the why)
- Explain the expectations around how they should use Time Doctor.
- List the next steps and resources that you have to support this transition.
- Let them know about product trainings and tool tips they can expect from the Time Doctor support team.
- Have this communication come from the influencer or department leaders you identified in step #2.

Access our manager follow-up email template here as a guide.

STEP THREE

Implementation & Rollout

Team and 1:1 Meetings

We recommend that the leaders of each department have a team meeting plus schedule personalized 1:1 meetings with employees to discuss Time Doctor. These meetings are very important and employees need to feel open to express their concerns and ask questions. Reiterate how Time Doctor will and won't be used and explain the benefits that they will receive from using it.

Along with training and how to videos, the resources below were specifically created to help explain the benefits of Time Doctor to employees and what they can do with their own data.

Your New Office is Anywhere

How Time Doctor Helps Employees Improve Work Performance

Top Workday Insights for Employees

CLOSING

We're here to help!

Whether it's drafting these outreach messages with you or providing training to your organization, Time Doctor is here to support you during the change management process!

We regularly send out emails and in-app pop-ups to our users and managers with best practices and tips on how to use our reports and insights to improve performance. Our Monthly Checkup newsletter will share all new feature releases or updates to ensure that our valuable clients continue to get the most of their Time Doctor account.

Below is a list of additional resources that can aid you during training and onboarding. Don't forget to visit our Help Center for even more information.

How Managers Can Make Time Doctor More Employee Friendly

How to Use Time Doctor's Team Dashboard for Managers

How to Reduce Employee Burnout with Time Doctor

New User Onboarding Manual

Questions?

Contact Time Doctor Support at **support2@timedoctor.com**