



Transform your employee documentation process into **a powerhouse of progress!**

Easily collect clear, consistent information, coach managers through difficult situations and ultimately, encourage development through a fair and empowering process.



DOCUMENT

Flexible templates create a consistent, transparent process that helps managers separate judgement from objective data.



COACH

Managers are given tools to coach associates through any situation. Step-by-step guides and next actions provide fairness and clarity.



GROW

Develop associates into better brand ambassadors. Support your managers to become stronger leaders and mentors.

DOCUMENTATION THAT FACILITATES DEVELOPMENT

- ✓ Incentivize behavior based on your mission and values
- ✓ Create a clear path forward with next steps and resolutions
- ✓ Automated HR supervision resolves potential issues before they escalate
- ✓ Liability protection through documentation

FLIP THE SCRIPT ON DOCUMENTATION



Just the Facts

Fast forms with smart fields make filling out incident reports quick and thorough. **Leave no doubt** about what information is important or required, so your managers complete them accurately the first time. With customized templates avoid unconscious biases, create content that reflects the relationships you want to see develop between your associates and their managers.

In-the-Know Workflow

It's important that everything from write-ups to kudos go through the correct channels. Flexible document categories ensure involvement from the right staff, so **everyone who needs to know is in the know**. Ya' know?

Be on the Same Page... Literally

Incidents happen. It's how we respond that counts. You've given your managers the language and the tools to have important conversations with their associates. **Convenient dual sign-off** by both parties on the same screen is how you know these meetings are complete.

From To-Do To Done. Ta Da!

It's hard enough to get stuff done. If you have to go searching, it's an even bigger chore. Having a to-do list front and center on your dashboard **drives documentation from draft to completion**.

**DITCH THE DATA WAREHOUSE,
LET COGNITION BE A COMPLETE SOLUTION FOR YOU!**

By joining the forces of our Progressive Development platform and our Learning & Development system you can easily provide support, address behavior and safety incidents and **find areas for growth**.