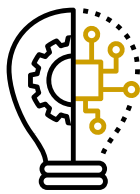


NESPRESSO[®]
PROFESSIONAL



ENHANCE

EMPLOYEE PRODUCTIVITY, SKILLS
AND WELL-BEING WITH TECH





Both your marketplace and the demographics of your employees are constantly changing, **which directly influences your workplace and the tools you need to operate.**

From well-being and efficiency, to productivity and training, changing landscapes require different solutions, and in today's digital world, **these solutions are found in technology.**

Thankfully, technology is developing just as fast (if not faster) than any requirements your business may have, so it's simply a case of **ensuring you are utilising the latest tech to help you maximise your performance.**

Here are a few hints and tips to get you started...

TIP 1:

**USE E-LEARNING
AND ONLINE TOOLS TO**

TRAIN & TEACH

**YOUR DISPERSED
WORKFORCE**



E-learning takes



less employee time
than traditional learning.¹

Whether it's program-specific learning, management training or L&D that's unique to your business, e-learning provides a variety of solutions that enable your employees to learn without being in a physical classroom. **Here are a few tools to consider...**



Skillssoft is a corporate e-learning platform that **offers tactical courses** like how to use Microsoft Excel.²



LinkedIn Learning allows you to bring custom content into the platform and **make courses more applicable to your organisation.**³



Pluralsight is a technology-focused e-learning platform that helps your team **upskill across design, development, security, and cloud.**⁴

ENSURE YOUR EXISTING TECHNOLOGY IS RUNNING QUICKLY AND EFFICIENTLY

Brits lose an
average of



a day because of
slow technology,

which equates
to a whopping



of work time
a year.⁵



Whether you've provided your employees with desktop computers, laptops, tablets, or you've enabled them to bring their own device (BYOD), **it's worth paying attention to the computing speed of the technology.** Over time, computers, laptops and devices will fill up with installed programs that can begin to slow down the device, **so here are a few ways to avoid it...**



Files build up in the recycle bin when you use your PC, so clearing it occasionally will help you **keep up the performance of your computer.**



Programs that you don't need may be taking up hard drive space and slowing down your PC. To remove them, open Control Panel and click 'Uninstall a program' under the Programs header. Before you do this, make sure to **check with your IT support team** whether it can be uninstalled.

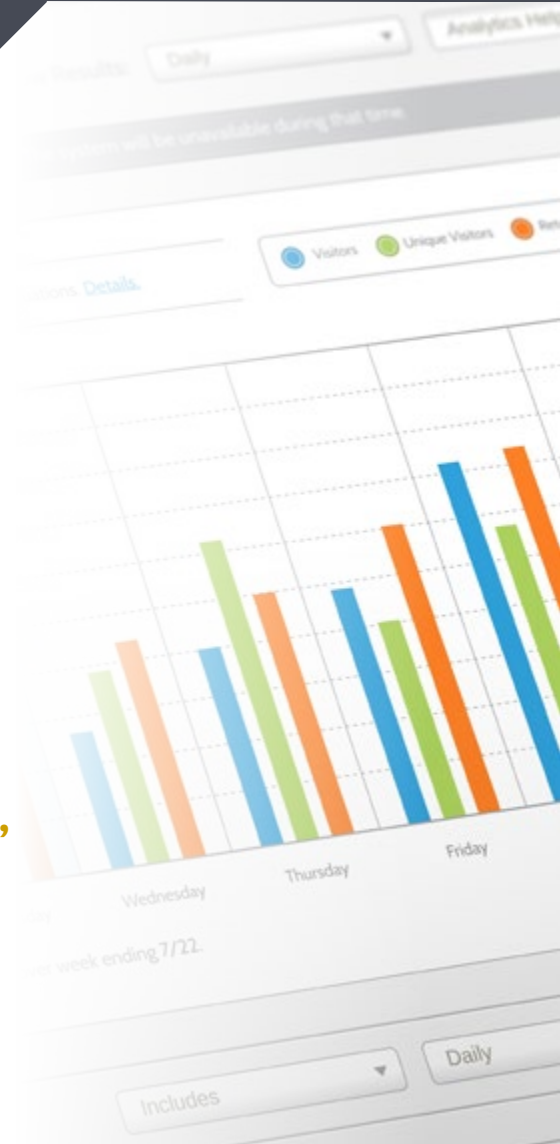


Empty your Downloads folder by opening File Explorer and selecting Downloads from the Quick Access bar to the left. Move the files that you need to the appropriate folders, and simply delete the rest.⁶

MAXIMISE PRODUCTIVITY WITH THE HELP OF SPECIALIST APPS AND PROGRAMS



71% of people who manage their daily tasks using an online project management system feel it's easy to get an **exact overview of their project's status**, compared to just **52% of people** who use paper to-do lists.⁷



Today's technology presents an opportunity to maximise the performance and productivity of your employees wherever they are. Cloud-based software and apps like workflow management tools can ensure everyone is aware of the requirements and the status of each job - so no more forgotten tasks, just clear visibility, whilst other tools help you to cut down on time spent carrying out certain tasks.



monday.com allows you to assign and track tasks and **follow processes across teams and projects**. It features calendar sync, due-date reminders and time tracking.⁸



Grammarly helps to **cut down time on editing by offering instant feedback on the accuracy, tone and style of writing**. By installing the extension, you can get corrections when you are drafting an email, using social media or preparing a presentation⁹

workfront

Workfront is project management software that allows you to **share ideas, create content and manage complex processes**. With decisioning dashboards and reports, you can accurately prioritise work and allocate resources, whilst ensuring that you're remaining on budget.¹⁰

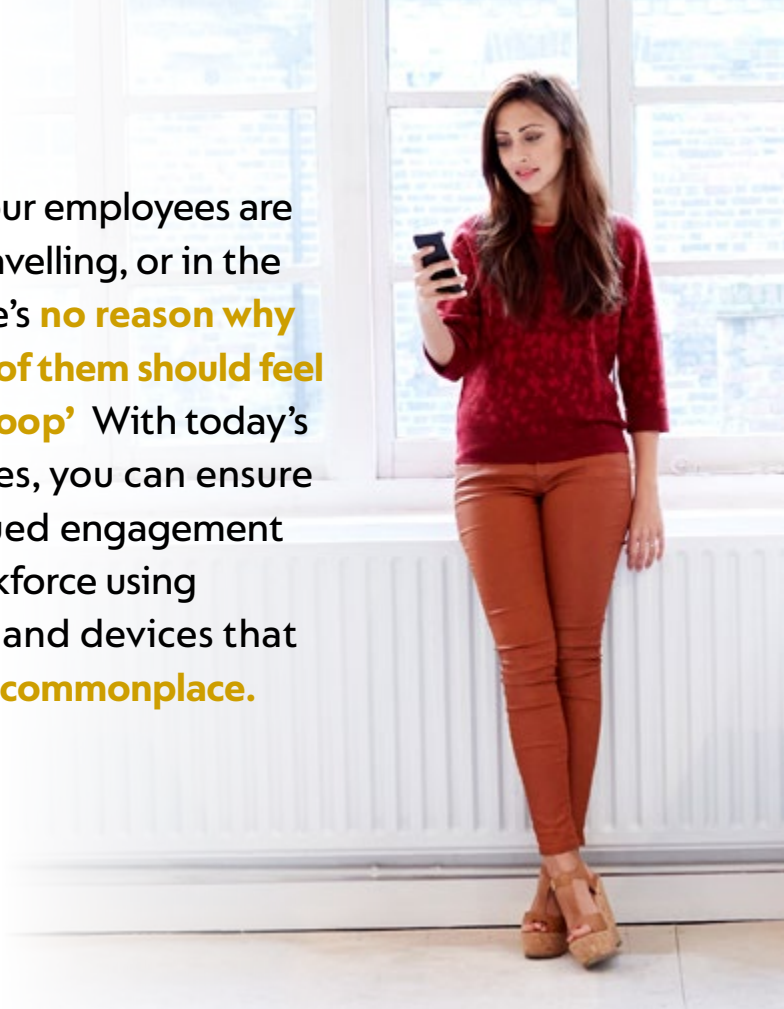
TIP 4:

ENGAGE EMPLOYEES WITH SIMPLE TECHNOLOGIES

More than half (55%) of companies that use video conferencing said they are **more collaborative**, and **50%** said they are **more innovative**.¹¹



Whether your employees are at home, travelling, or in the office, there's **no reason why any of one of them should feel 'out of the loop'** With today's technologies, you can ensure the continued engagement of your workforce using technology and devices that are **already commonplace**.



Arrange weekly **catchups** via video conferencing tech such as Microsoft Teams, and ensure everyone has the opportunity to ask questions, raise concerns, and generally **feel part of the team**.



It's easy for employees to feel disconnected when looking at faceless icons during video conferences, so ask that **all attendees turn on their webcams**.



Watercooler chats are becoming a thing of the past due to employee locations – but **don't lose these valuable interactions**. Just **take them online** using apps like WhatsApp and Facebook for informal talk.

TIP 5:

CHOOSE HEALTHY APPS FOR HEALTHIER OUTCOMES

Almost half of people in the UK would consider using technology to **improve their wellbeing**, with meditation apps like Calm reported as the **most popular choice**.¹²

Calm



Mobile devices can **make it difficult for employees to 'switch off'** even after the workday ends. But the latest technology and software can actually **help improve the well-being** of you and your workforce. From step counters to heart rate monitors, people today are more empowered than ever to **improve all aspects of their lives.**



Headspace is a **popular well-being app** that gives individuals with no experience of visualisation techniques, mindfulness and meditation a **source of information and guidance.**¹³



My Possible Self is a **mental health app** clinically proven to **reduce stress, anxiety** and **low mood.** It even features in the **NHS' apps library.**¹⁴



Sleepio is an app that enables you to **improve your sleep** with proven techniques developed from over **35 years of research.**¹⁵

TIP 6:

CREATE A WORKSPACE THAT SUITS YOUR EMPLOYEES AND YOUR TECHNOLOGY



83%

of employees say a high-quality
Wi-Fi network is an **important factor**
that **draws them to a workplace.**¹⁶

Whether it's an office, a factory, or a construction site, your workplace **needs to cater to the needs of your employees** if you are to maintain their engagement (and productivity). So, what kind of technology **should you be implementing now** to prepare for a brighter future? Here are a few...



The number of mobile devices capable of wireless charging is increasing, so **implement wireless charging points** such as Chargifi Spots¹⁷ or the Airbridge Charger¹⁸ in your workplace to **save employees looking for sockets and cables.**



Save employees from menial tasks by **implementing virtual personal assistants** like Siri or Amazon Alexa for Business. With a few simple set-up steps, employees can link their email & calendars **allowing them to join online meetings, schedule or re-schedule meetings through voice activation.**¹⁹



Understand which desks, rooms and breakout areas are being used with workplace occupancy sensors, like Open Sensors, to **help you optimise and manage your workplace to best suit the needs of your employees.**²⁰

RECONNECT WITH NESPRESSO MOMENTS

At **Nespresso®** Professional, we understand that your **current working conditions are unique**, and your **regular processes may not be operating as usual**. But we also know that when you need to unwind, gather your thoughts, or connect with a colleague (even virtually), a **memorable coffee can make a big difference**.



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As we enter the ‘new normal’, speak to us today about how we can assist you and ensure your employees are able to **enjoy a high-quality coffee on their return to the workplace.**

Simply call us on

0808 100 8844

or

VISIT OUR WEBSITE