

# CultureAmp Improvements



Endeavour Foundation wrote this EasyRead.

When you see the word **we** or **us** it means Endeavour Foundation

**Bold**  
Not bold

We have put hard words in **bold**

This means the letters are thicker and darker,

We explain what these words mean



This EasyRead is about our new **CultureAmp** platform

**CultureAmp** is the website we use to help you have good conversations with your leader.



Sometimes you have meetings with just you and your leader.



These meetings are called **1-on-1 meetings**.



CultureAmp has a special page just for your 1-on-1 meetings.



The **1-on-1 meetings page** helps you and your leader keep track of how you are feeling at work.



There are some improvements coming to the 1-on-1 meetings page in CultureAmp.



Your 1-on-1 meeting page is easier to find on the CultureAmp website.



To see your 1-on-1 page:

Go to CultureAmp.

**1-on-1s**

Choose "**1-on-1s**" in the purple menu up the top of the page.



**Your Leader**

[View conversation](#)

Click "View Conversation" underneath your leader's name and picture.

Now you can view the 1-on-1 conversation with your leader.

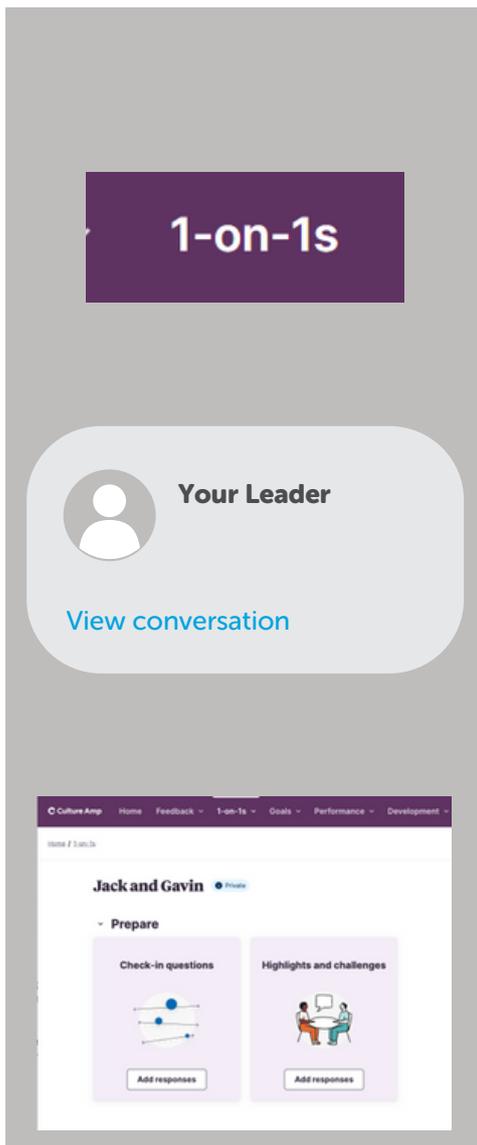


It is easier to tell your leader how you are feeling in CultureAmp, and what you did well since your last 1-on-1 meeting with them



You can add these answers to your **meeting agenda**.

A meeting agenda is a list of things to talk about or do in a meeting. It helps you remember what to talk about.



To add these answers to your meeting agenda:

Go to your 1-on-1 page in CultureAmp

Click "View Conversation" underneath your leader's name.

Two boxes will pop up.

The first box says **Check-in questions**.

The second box says **Highlights and challenges**.

**Add Responses**

Click on “Add Responses” on each of the boxes to add your answers.



Your answers will be added to your meeting agenda.

**Add Topic**

You can add more things to your agenda by clicking the blue “Add Topic” button down the bottom of the page.



If you have any questions or are confused, that is okay.



You can speak to your leader for help.