THE 28-DAY TRIAL

One minute. Every week. Make more happen.

Your guide to getting started with EngageBeat.

From the first invitation to a practical improvement in your team. For team leaders who want to use feedback to make concrete improvements.

THE RHYTHM

01	02	03	04
Start	**Understand**	**Try it**	**Evaluate**

28 days free for up to three teams on the first shared start date.
EngageBeat Team or EngageBeat Fokus: at least 5 people, with no fixed maximum team size.
Then your chosen subscription, unless cancelled before the trial ends.
One minute means the check-in; leadership work takes additional time.

01 / START TOGETHER

Invitation to the trial.

A template for your internal communication. Before sharing, complete the marked fields to reflect the arrangements you have confirmed.

We would like to try EngageBeat together for 28 days during the period confirmed below. With two to four short questions per week, we will build a picture of morale and use it as a starting point for concrete improvements in the team.

You do not need a personal employee account to participate. Your responses are stored without names or email addresses. Please do not include names or other identifying details in optional comments either.

Only authorised team owners see team results and comments: after the survey week closes and only with **at least five valid responses per question.** Participant access does not show results. The team leader will then discuss the available results with you.

If organisation-wide reporting is set up, separately authorised people see aggregate values: for each question, at least three teams must meet the release requirements, each with five valid responses, and further protection rules apply. No comments or individual team values. You will be informed about this setup in advance.

Particularly in small groups, comments and existing knowledge may still allow individuals to be identified. We therefore cannot promise absolute anonymity.

Before the start, we will inform you about the responsible contacts, data handling and the agreed retention and deletion rules. During the trial, we want to find out together whether this rhythm helps us raise important topics earlier and put small improvements into practice.

CONFIRMED ARRANGEMENTS FOR YOUR TEAM

Trial start: date / time (Europe/Berlin)

Trial end: date / time (Europe/Berlin)

Internal contacts / contact details

Planned discussion: date / place or channel

Participation terms under your internal agreement / information link

02 / UNDERSTAND

A fixed index. Fresh perspectives.

One unchanged question forms the weekly index. Rotating topics provide starting points for improvements.

THE FIXED INDEX QUESTION

“Overall, my experience of working together in my team this week has been positive.”

FROM 1-5 TO 0-100

Index = (mean - 1) × 25

1	3	5
0 points	50 points	100 points

An example: A mean of 3.8 produces 70 index points. A rise of five points is a reason to ask questions, not proof of a particular cause.

The other questions: EngageBeat Team uses the standard rotation; EngageBeat Fokus adds custom questions and topic packs. Activating or pausing questions affects weeks compiled later. The mix is the same for everyone each week. Custom topic trends stay separate from the index.

The index is a simple indicator of morale, not a scientifically validated engagement measure. Missing weeks are not estimated retrospectively.

03 / FOLLOW THROUGH

28 days.
A manageable process.

The 28 days begin when the first survey opens. Setup and preparation do not count. Agree arrangements, access and start approval beforehand. The start, end and charging start date are shown in the web app and by email.

01

Start

Share team access; owner access stays confidential. Results for authorised team owners after the week closes, with at least five valid responses per question.

What would we like to understand better?

02

Understand

Discuss one topic together. Ask for examples and about the circumstances, without attributing individual responses to anyone.

What do you think is behind this result?

03

Try it

Choose a small change, name a person responsible and set a time to review it.

What specifically can we do differently next week?

04

Evaluate

Review developments and actions. If you continue, check-ins carry on; if you cancel, response submissions end when the trial ends.

What helped us - and what will we leave out?

Survey weeks: Monday to Sunday (Europe/Berlin). Partial weeks are possible; the trial does not necessarily consist only of complete survey weeks. Final results require the minimum threshold for each question. If you need access after the contract ends, arrange this with Sven.

04 / START A CONVERSATION

15 minutes for your team conversation.

A recommended discussion framework, not a measured total duration. Reviewing results, setup and managing reminders take additional time. Leave room for different perspectives.

3 MIN

Observe

“What stands out to you?” Describe first, then interpret.

5 MIN

Understand

“Which situations might contribute to this?” Do not ask anyone how they rated a question.

5 MIN

Agree

“What small change shall we test?” Limit it to one action you can put into practice.

2 MIN

Record

Clarify responsibility and the review date. Follow up briefly at the next meeting.

OUR AGREEMENT

We will try: _____

Responsible: _____

Review on: _____

05 / PROTECT TRUST

A good pilot has clear ground rules.

Discuss these points before the start and review them together at the end.

HOW TO PROTECT CONFIDENTIAL FEEDBACK

Response records contain no names, email addresses, employee IDs, IP addresses or exact response times. Team results and comments are available only to authorised team owners after the week closes and with at least five valid responses per question. Participant access does not show results. Team and owner access are separate.

Important: Free text and knowledge within the team may make people identifiable. If used, reminder addresses are stored separately. Technical identifiers and service providers may process further personal data. Absolute anonymity is not guaranteed.

AGREE BEFORE THE FIRST CHECK-IN

Clear rules for use in your team. Record the purpose, access rights, participant information and deletion periods. Agree requirements for hosting and processing on your behalf. Clarify these before the first response. Details: protection model, data protection and terms and conditions.

THE SHARED REVIEW

- ☐ How many weeks had results available? Was the team conversation helpful?
- ☐ Did we actually try out a small change?
- ☐ Were the effort and confidentiality clear to everyone?
- ☐ Did we consciously decide to continue, adjust or end it?

EngageBeat Team or EngageBeat Fokus automatically continues as a paid subscription after 28 days. Reminders: 7 and 2 days beforehand. Cancelling before the trial ends prevents subscription costs. Access and return of data after the contract ends: 30 days. Contact: hello@engagebeat.de.