Your org, our tools

orgtools.co.nz

People and organisational development are hard enough already, so employing tools that are difficult to use shouldn't be necessary. Having sat on both sides of the fence as users and developers of people and organisational development assessments, we realise the importance of having tools that not only produce powerful and meaningful results, but are easy to implement too.

With a dual focus on user-friendliness and theoretical rigour, the orgtools team have recently developed a package of online assessment and analysis tools. Based on proven measures, the present package includes a fully customisable and flexible Survey tool, our own 360° feedback system; Performance Appraisals and the Occupational Stress Inventory-Revised (OSI-R), each with fully integrated implementation and reporting features.

With orgtools you won't have to follow any difficult technical manuals, as the products themselves will guide you through set up, implementation, and reporting with easy to follow wizards. You won't even need to install any new software on your computer. Accessible through a secure website, orgtools can be an entirely paper-free tool, allowing you to contact your participants via email, assess and monitor their progress remotely, and generate the appropriate reports. Of course, paper-and-pencil administration can also be used if necessary.

What is orgtools.co.nz?

- A website providing a solution for employers and consultants to learn more about staff through a number of linked organisational development tools.
    - o Surveys
    - o 360° Feedback
    - o Stress Audit
    - o Performance Appraisal (coming soon!)
    - o Entry/Exit Interviews (coming soon!)
- Valuable for organisations internally and consultants who wish to use it with their clients.
- A fully customisable appearance to integrate with your current website or intranet using your company's colours and logo.
- Easy to design and setup through the use of step-by-step wizards, or work with us to develop and run the process.
- As much or as little involvement as you like or require.
- Instant generation of summary reports or raw data downloads for further analysis.
- Use of pre-designed templates with extensive libraries of statements or questions for each tool, or modify to your own design or start from scratch.
- Send reminders for people to fill in surveys, 360s. Set up the tools to be 'individual' (each participant is personally invited and tracked, although their responses are confidential) or 'global' (fully anonymous and confidential, that anyone can fill out).
- With the wizard-based process and automatic core reporting systems, training is minimal – any service can be set up and ready to go in minutes.

Why is orgtools.co.nz an internet-based Service?

- The combination of an ASP (Application Service Provider) system, along with our commitment to continuous improvement, means that content, upgrades and new features become available immediately rather than the need to install upgrades or roll out patches.
- All that is required to access the system from anywhere is a computer with an internet connection.
- Low cost of entry and an extremely quick setup time.
- A flexible subscription service allows you to manage the costs of the service as you go.
- Specialised support and assistance from IT Professionals and Registered Organisational Psychologists if required.
- Top level security and redundancy systems ensure the privacy and integrity of your data and information.

Services

Orgtools enables its users to utilise flexible on-line or manually administered diagnostic tools to enable them to provide valuable solutions to employment related issues. As with the components of the orgtools package, these diagnostic tools can be tailored to your specific requirements.

Climate/Organisational Satisfaction Survey
As a business manager you understand the importance of corporate culture and value systems. Today's dynamic organisations require multi-dimensional analysis. Discovering relationships between organisational goals and aspects of organisational climate such as employees' attitudes, job satisfaction, motivation, and engagement are all strategic tools in determining the performance and strength of your organisation.

The tool can be used for any kind of survey, from staff or client/customer satisfaction to a specific issue on which you need feedback.

360° Feedback System
More often than not performance issues arise not due to a lack of ability in people's chosen field, but due to interpersonal inconsistencies which they rarely receive feedback on. Regardless of the position, good performance management requires a multi-dimensional approach to assessing one's competencies and abilities.

We have developed a 360° appraisal system that is a powerful development tool for improving communication and performance. Most importantly, we can customise a system to suit business needs, enabling you to set objectives and evaluation criteria to create a successful, performance driven organisation.

Involving self-assessment and all-round reviews from managers, supervisors, staff, colleagues, and even clients/customers if desired, the orgtools 360° feedback system provides a comprehensive and accurate measure of a person, enabling you to build on employee strengths, address skill gaps, and guide individual career development.

The orgtools *Performance Appraisal* follows a similar process to the 360º Feedback System, but focuses instead upon performance behaviours rated by a staff member and their manager.

Occupational Stress Inventory – Revised (OSI-R)
Recent changes to legislation mean that employers are now required to take all practical steps to reduce stress in the workplace. The first steps to implementing effective strategies for preventing, managing and monitoring stress are to identify:

- The extent to which stress exists
- The characteristics of the individuals faced with stress
- The impact stress is having on your organisation
- Levels of individual coping resources

The orgtools package enables its users to utilise the Occupational Stress Inventory-Revised (OSI-R) to measure stress in individuals, teams, departments or entire organisations. A well-researched psychometric instrument, the OSI-R is composed of three questionnaires designed to yield information about occupational stress, psychological strain and coping resources.

At the organisational, department or team level, the OSI-R can be used in Stress Audits and Risk Assessments to identify the sources, extent and consequences of stress. Interventions can be designed based on relevant information and their effectiveness reliably measured using the OSI-R.

Individual Assessments can provide information about job elements that the individual finds stressful in order to identify appropriate interventions such as job-redesign or training to develop coping mechanisms. Results can also be used to help the individual understand the sources of his or her occupational stress.