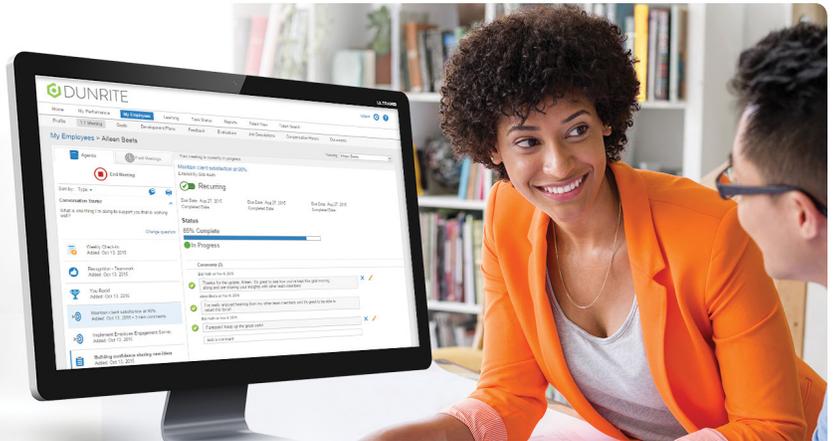


The essential performance management tool for managers and employees



HALOGEN
1:1 ExchangeTM

Strategic Talent Management

"We like that it guides managers and employees in regular discussions about performance, goals and development, and makes this type of dialogue a regular part of a company's business rhythm."

David Shadovitz
Editor, Human Resource Executive

Change the way your people manage performance

With award-winning Halogen 1:1 ExchangeTM, managers and employees finally have an easy way to stay aligned, engaged and focused on achieving real-time performance outcomes. How? By giving managers and employees a simple, interactive, centralized way to track and collaborate on goals and projects, exchange meaningful feedback, provide coaching, discuss career development opportunities, or any issue that matters — on a regular, ongoing basis.

The Halogen 1:1 ExchangeTM module gives your managers and employees everything they need to turn one-on-one meetings into a powerful tool for improving communications, collaboration and coaching.

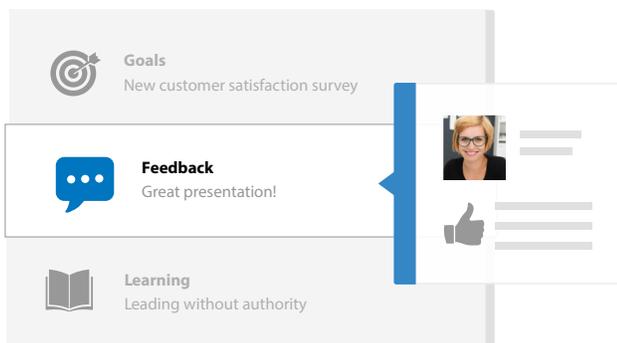
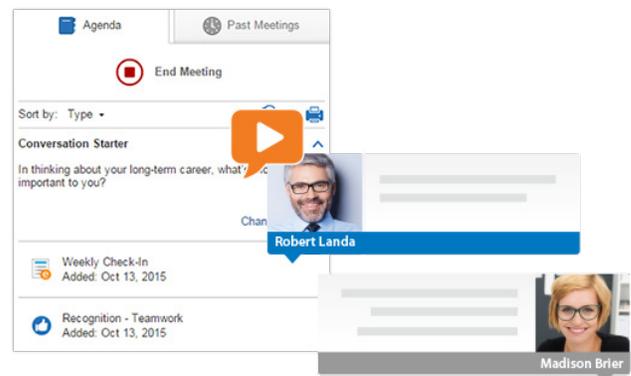
- Provide managers an easy way to check in, coach and develop their employees on a regular basis.
- Give employees and managers a central view of all ongoing performance and development activities, and a simpler way to review and revise goals, development plans, and feedback.
- Collaborate and document progress and achievements that can be included in performance reviews, quarterly check-ins and more.
- Foster an organizational culture of ongoing feedback and performance.

Robust features that naturally drive talent management best practices

You've heard from your managers and employees about the problems with the "annual" performance review. We know you want them to engage in ongoing conversations about performance and development all year long. The award-winning Halogen 1:1 Exchange will help them do just that. Your managers and employees will get ongoing access, and share and record helpful information that's focused on feedback, performance and development. And HR gets the insight needed to ensure these engaging conversations are happening and making an impact.

Start the conversation off right

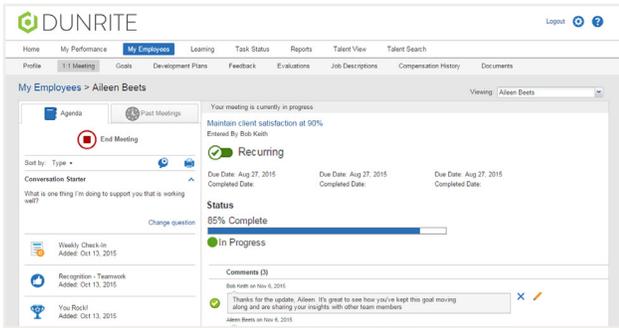
Managers can foster an engaging and meaningful dialogue with their employees by asking configurable, open-ended questions or by using conversation starters that build their confidence and steer the conversation in the right direction. Then, they can capture their employees' responses for easy future reference.



Keep things on track with automated meeting agendas

The Halogen 1:1 Exchange module automatically generates an agenda based on the employee's recent activity in the Halogen TalentSpace™ suite. Things like updates to goals and development plans, feedback received, and new learning activities. No more wracking your brain, forgetting to bring forward things you discussed last week, or struggling with priorities.

Managers and employees can access the agenda and add new items for discussion at any time, from anywhere.

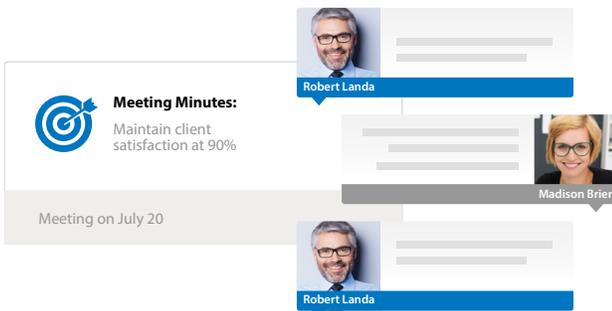
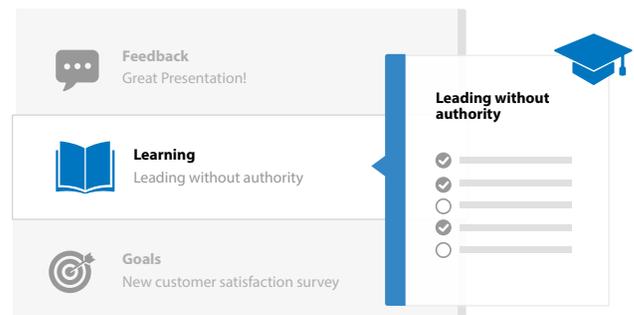


Stay on top of goals

Managers and employees can check in on the status of goals and development plans and make real-time updates to these during their meetings. Now they can drive up accountability, engagement and success. Identify barriers to success, development opportunities and collaborate to make needed adjustments to goals and activities to achieve the outcomes that matter.

Keep development top of mind

Halogen 1:1 Exchange also adds all the employee's assigned development activities to the meeting agenda. Managers and employees can review and discuss progress before the employee completes the activity. They can talk about desired outcomes and ideas for maximizing learning.

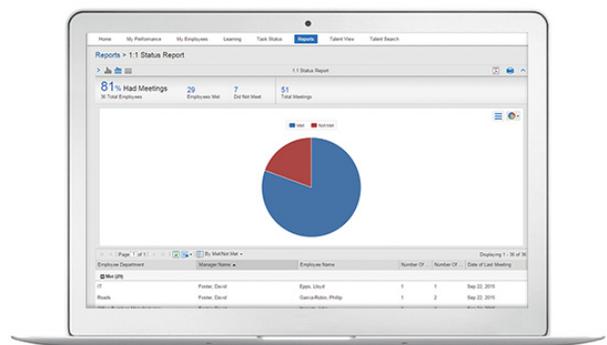


Stay focused on what's important

It's easy for managers and employees to add notes and comments to agenda items and activities before or during their meetings to capture discussion points and action items, and to update goals and development plans. Everything is automatically saved and stored as meeting minutes. Managers and employees can easily access those minutes later when following up on items or completing performance reviews.

Measure the impact

Now HR and upper level managers can check to see if managers are in fact holding regular performance discussions with their employees, and provide support where needed. Easy-to-access reports show how frequently managers meet with their direct reports, which managers aren't meeting with employees and evaluate the direct impact it's having on engagement, performance and retention.



Email reminders

Keep everyone on track with automated email reminders that notify managers and employees about upcoming tasks and remind those who are late.

Activity tracker

Employees can stay on top of all related activities with a real-time status update of feedback, approvals, notifications and more, in one central tracking panel.

Feedback Anytime, Anywhere

Increase engagement and connect with your people no matter where they are. Share in-the-moment feedback, recognition, coaching tips and 1:1 agenda items with the Halogen app for iOS and Android.

Everyone in the organization wins

HR pros

- Provide managers the tools to support coaching and development.
- Ensure managers and employees discuss ongoing performance activities that matter and measure the impact on performance.
- Get evidence of performance discussions between managers and employees for legal or disciplinary issues.

Managers and employees

- Have a complete view of all ongoing performance and development activities, and a simpler way to review and revise goals, development plans, and feedback.
- Can collaborate and document progress and achievements that can be included in performance reviews, quarterly check-ins and more, making formal HR processes faster and easier to complete.
- Managers have an easy way to check in, coach and develop their employees on a regular basis.

C-Level executives

- Drive higher levels of leadership at all levels of their organization.
- Ensure all levels of management — including your inexperienced frontline managers — are conducting the leadership activities needed to align and drive the organization forward.
- Foster an organizational culture of ongoing feedback and performance.

"Halogen 1:1 Exchange is a natural fit in terms of making performance management more powerful for managers and employees. If they're discussing feedback, goals, development, they're going to have a helpful record of this dialogue via meeting minutes in the system. This supports our managers in being even more effective in this aspect of leadership, and our employees in getting the regular ongoing feedback and development conversations to improve their performance."

Joyce Smith, Human Resources Manager, Children's Miracle Network Hospitals



Halogen TalentSpace™

Easy-to-adopt suite
Collaborative services
Empowering content
Inspiring peer community

Performance
Management

COACH | ALIGN | ASPIRE

Succession &
Leadership

Learning &
Development

Compensation

Recruiting &
Onboarding

www.halogensoftware.com



North America 1 866 566 7778

Australia 1 800 048 060

United Kingdom 0 800 587 4020