The WorkJam Digital Workplace
Task Management

UNLEASHING THE POTENTIAL OF YOUR WORKFORCE

STREAMLINED TASK DISTRIBUTION FOR YOUR FRONTLINE EMPLOYEES

When it comes to manual task management, execution is key. How are you following up to ensure that these tasks are completed? What's your compliance rate for task execution?

When tasks are performed in a specified way, it helps provide a seamless experience both from an operational and a customer experience standpoint.

The problem with the traditional cascade approach is that you don't know how your instructions will be followed, if at all. Not anymore.

With WorkJam's task management, your frontline employees can go directly into the platform and see all the tasks-to-be-done for their shift. All the details for execution are right in the palm of their hands. When these tasks are completed, it gets a timestamp with a note on who completed it. This way, leaders can follow up and quickly see who has completed the tasks and who hasn't—and it lets them follow up in an efficient way.

Drive operational efficiency

Frontline employee-level task management is a key component of the WorkJam Digital Workplace

Platform. We give you the tools you need to easily and effectively distribute tasks throughout your organization. These tasks can be standardized by head office and pushed out to employees through our intuitive content management system.

WorkJam makes it easy for tasks to be defined by head office and pushed out to frontline managers. Managers can then assign tasks to the appropriate staff member or team, with clear instructions and expectations. Managers can also create and assign tasks that are specific to their location.
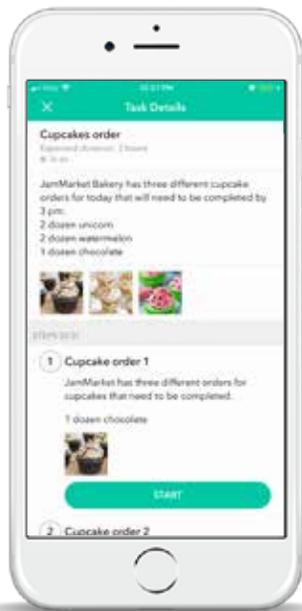
Everything in one place

WorkJam provides a secure, easy-to-use system for managing tasks across your organization. We give you the ability to distribute tasks, track progress and ensure that everything is happening exactly the way you want it to. And, it's all possible on a single platform.

Best of all, your employees have that platform in the palm of their hand.

Crystal clear instructions

Eliminate the back and forth with employees when explaining tasks. You can include documents, videos, and other digital assets to give employees a clear view of their tasks. Employees are given with a clear sense of what is required of them and, should any questions come up, they
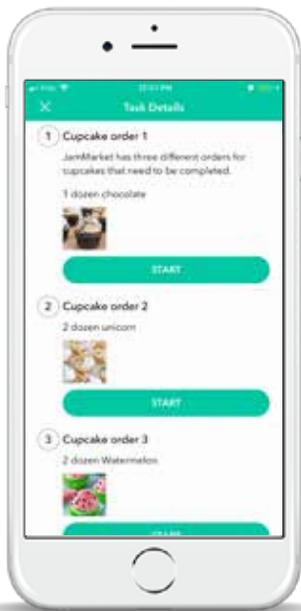
Better store-level campaigns and non-routine processes

New product launches, special events, and other non-routine assignments can be managed with greater ease thanks to WorkJam. Tasks flow down easily from corporate to frontline for a seamless execution.

Easy tagging and task assignment

Assign tasks and build teams easily using employee tagging. Managers can assign tasks to the employee level, multiple employees at once or to specific shifts.

Targeted content sharing

Share content related to tasks in a strategic and targeted fashion, using our collaboration tools. Content can be shared via:

— **Broadcast Message**
— **Direct Message**
— **In a Group Channel**
— **A survey**
— **Task**
— **Training**

Effortless communication from top to bottom

WorkJam's secure messenger service allows frontline employees to communicate with ease. Employees tap on the image of their manager and send their message. This eliminates the need to go find someone when you want to ask about a task and makes it easier for employees to ask questions about the tasks they've been assigned.

can be asked right in the app.

Detailed reporting in the palm of your hand

WorkJam's mobile-first digital workplace platform allows employees to track task completion. Employees can provide pictures and videos of a completed task to managers and corporate to verify that work is being done to the correct standards. The steps of a task can be checked off as they are completed, as well, giving managers a sense of how long it is taking and when they can expect it to be finished.

Get more done with increased employee compliance

WorkJam removes a barrier for frontline employees when it comes to completing tasks. Employees always know what tasks they have to take care of on a given shift, they have a clear picture of what needs to be done and, best of all, they can easily check in with managers to ensure tasks are being completed correctly, all from their phone.

Schedule a demo of WorkJam today and
see how we help you unleash the potential of your workforce

Request a Demo