

Learning to Tango

Learning to Tango is a self-guided resource to help you understand the basics of Surveys & Insights in less than an hour. Get started by watching the videos in order and completing the tasks below.

Getting Started

1. [Introduction and login](#) — Activate your account to get started.
2. [Navigating icons](#) — Review the 5 basic icons, including support and navigation.

TODO

- Access the WorkTango platform — <https://app.worktango.com/>
- Save the site as a bookmark
- Change settings as necessary

Survey Overview

3. [Overview](#) — Understand the Overview Tab's information.
4. [Filters & Factors](#) — Find the attributes and factors that are meaningful for your results.*
5. [Confidential feedback](#) — Understand how WorkTango anonymizes results for our Employee Promise.
6. [Compare with feature](#) — Unlock the benefits of measuring like groups or surveys.**

TODO

Read through the recommended actions based on the bottom factors.

What are 3 of your recommended actions?

1.	2.	3.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Applicable with filtering permissions

**Applicable with comparing permissions

Response Rates

- 7. [Response rates](#) — Leverage response information to understand employee representation.

Results

- 8. [Understanding the Engagement Index](#) — Utilize industry best practices to identify the impact of promotion, loyalty, pride, and inspiration.
- 9. [Employee voice](#) — Review employee open-text responses.*

TO DO	Analyze data based on Filters, Factors, Question Types.	
	Identify 2 ways your data has changed based on different filters.	
	1. _____	2. _____
	_____	_____

Understanding Your Data

- 10. [Analyze tab](#) — Identify the meaning of results.
- 11. [Heatmaps](#) — Compare segments to find differences.**
- 12. [Interpreting data](#) — Recognize areas of strength and opportunity.

TO DO	List the top bottom three factors and reflect.		
	1. _____	2. _____	3. _____
	_____	_____	_____
	_____	_____	_____

*Applicable with comment permissions
 ** Applicable with filtering permissions

Improve Employee Experience

- 13. [Action planning](#) — Apply the action planning dashboard and library.*
- 14. [Learning coach](#) — Retrieve thought leadership aligned to WorkTango’s recommended factors.
- 15. [Leveraging the exports](#) — Utilize Excel and PowerPoint for further interpretation and awareness..

Learning Coach

Find three articles that suggest ways to improve your bottom-scoring factors.

1. _____ _____ _____	2. _____ _____ _____	3. _____ _____ _____
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Improve

Brainstorm actions that you could take to improve the employee experience based on your low factors. Discover more in the Action Planning library.

Timing	Action (Key Tasks)	When? (Date)
Short-Term		
Medium-Term		
Long-Term		

Action Planner

Add 3 actions into your Action Planning tool in the platform to discuss and monitor with your leader.

TO DO

*Applicable with action planning permissions