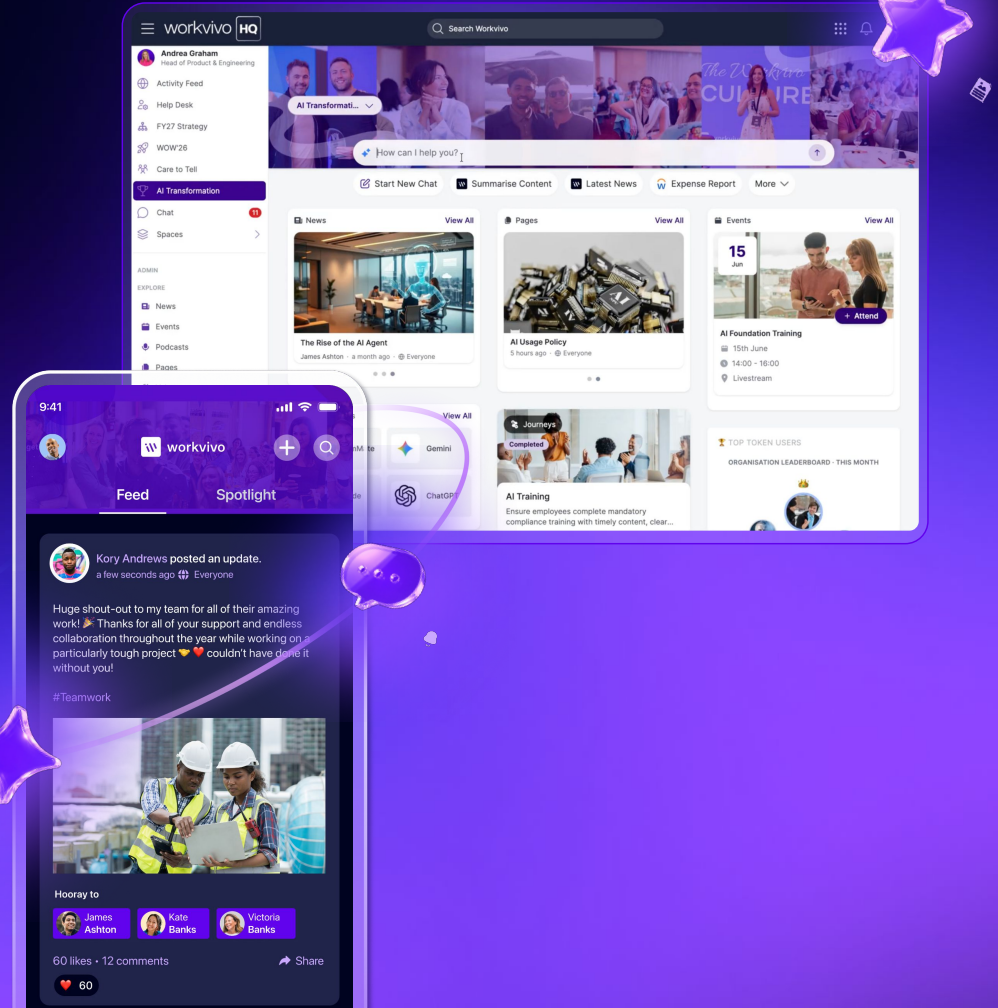




Workvivo AI Readiness

Steps to enable Workvivo AI in your organisation.



The AI-native employee experience platform

Workvivo HQ isn't just a new look - it's a fundamentally smarter platform. Beneath the redesign lies a powerful suite of AI features built to change how your people connect, communicate, and collaborate.

If you haven't enabled **Workvivo AI** already, read on - this guide is your starting point: a clear, practical walkthrough of everything that's available in HQ and how to unlock it for your teams.

We recommend using this document internally for alignment with your org's AI strategy and readiness.

More details on **Workvivo AI** are available through our **Help Center**.

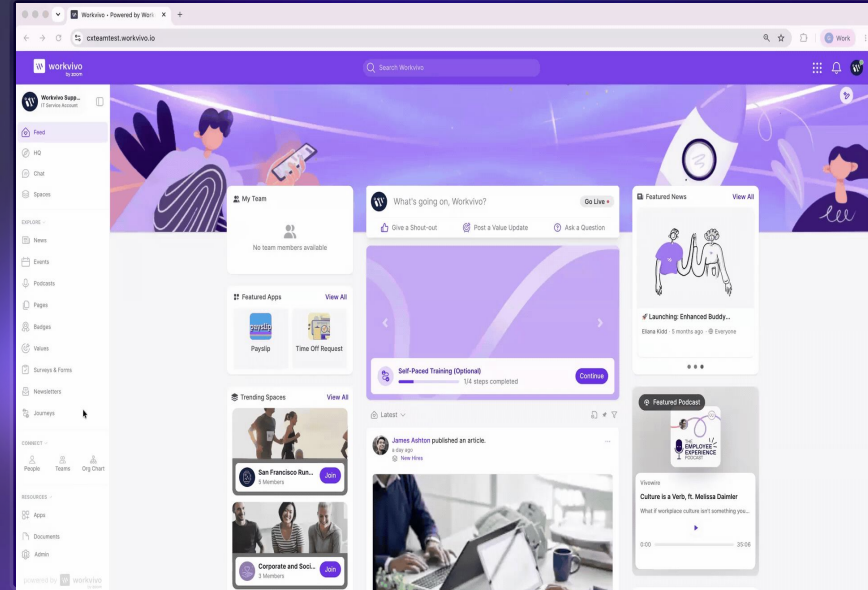


Enabling Workvivo AI features in HQ

Access to Workvivo AI features requires acknowledgement of Workvivo AI Explainer document and toggling on within your environment:

1. HQ Sidebar Navigation → Admin → **Admin Hub**
2. Search for '**AI Admin Settings**'
3. Review '**Workvivo AI Explainer**' document through '**Learn More**' link or [access here](#)
4. Once reviewed, toggle on '**Workvivo AI for your Organization**'*
5. All Workvivo AI features are now available for you to toggle on / off

**Toggling this on is an acknowledgement of the Workvivo AI Explainer. More details available upon request.*



Click for [short video overview](#)

Here's everything new in Workvivo HQ with AI...



◆ AI Page Builder & Page Summary

◆ AI Journey Builder

◆ Livestream AI Summaries & Smart Chapters



◆ AI Compose Chats & Chat Summaries*



◆ AI Compose Posts

◆ AI Compose Profiles

workvivo **HQ**

**Requires Chat paid add-on*

AI PAGE BUILDER

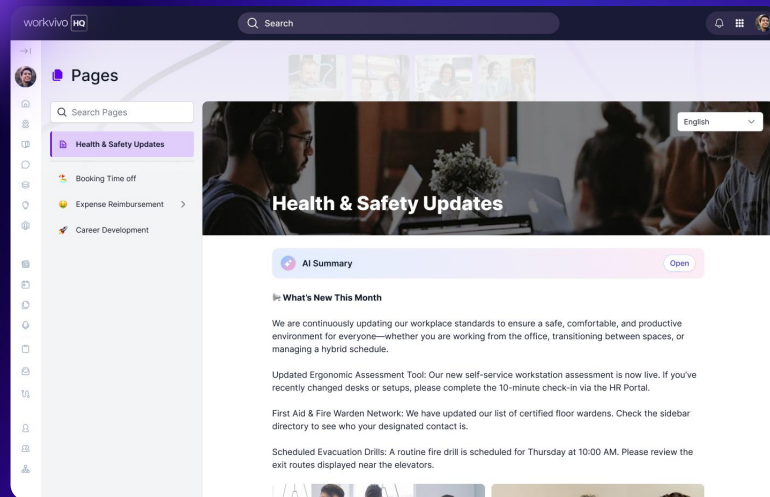
Publish polished content in minutes

Generate a fully structured page draft from a plain-English prompt, no comms degree required.



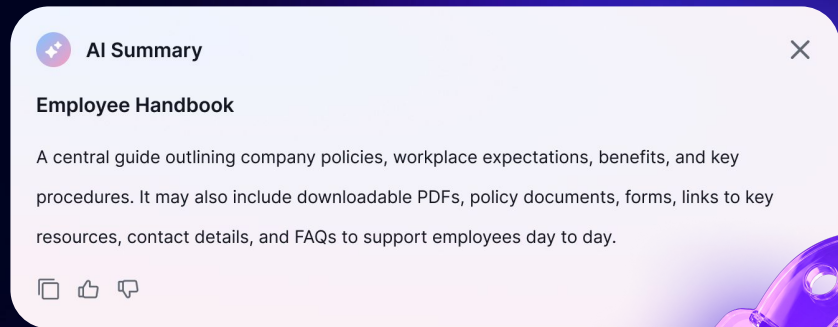
Ask AI to write anything

Create a page about the latest health and safety updates



The TL;DR for every page on your intranet

AI summarises pages in seconds. Key points, decisions, and context are surfaced quickly, so employees can find what they need and move on.



Automate the right communication at the right moment

Let AI build your employee journeys from a single prompt. Describe what you want to achieve and AI drafts the journey, including structure, steps, triggers, and content.



Create Journey with Workvivo AI

Prompt

Create a Journey with 5 to 10 steps intended to be used for onboarding New Hires that is spread out over the first 30 days

Result:

This journey is designed to support new hires during their first 30 days by delivering information gradually, rather than all at once. Spreading steps across the onboarding period helps reduce cognitive overload and allows employees to absorb key messages, resources, and company culture at a comfortable pace.

Title:

New Hire Onboarding '26 🍌

Description:

This onboarding journey welcomes new hires and guides them through their first 30 days at Workvivo. It introduces key messages, helpful articles, company values, and enrolls employees into important spaces at a comfortable pace. Timed steps ensure information is delivered gradually, ending with a short survey to check in and support a smooth transition into the organization.

Trigger:

Hire date
Hire date trigger is perfect for New Hire Onboarding

Step 1:

Share a message
Sharing a message is a great way to introduce the Journey and set expectations. In this context, it helps create a personal connection and clearly explains why the employee is receiving this content.

Step 2:

Enrol to Space
Enrolling employees in a Space connects them to relevant conversations and resources. Here, it ensures they're part of the right community as they move through this Journey.

Step 3:

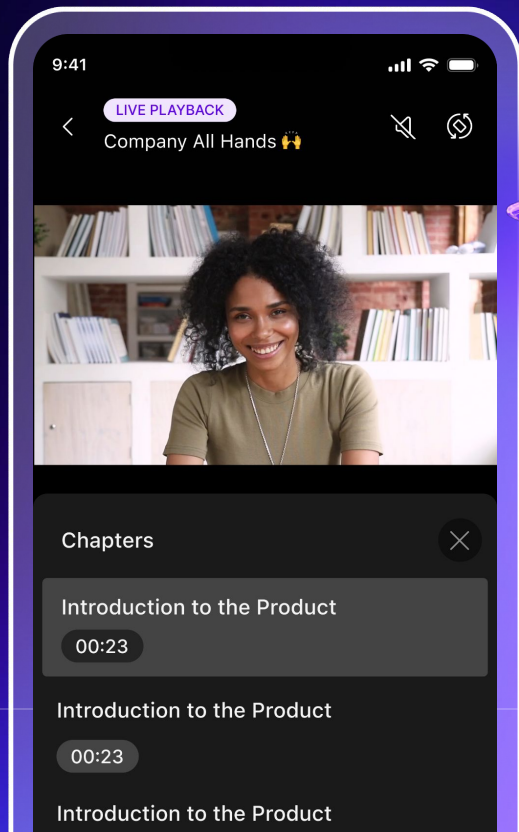
20 Day Interval
20 Day Interval
Share a Page



AI LIVESTREAM CHAPTERS & SUMMARIES

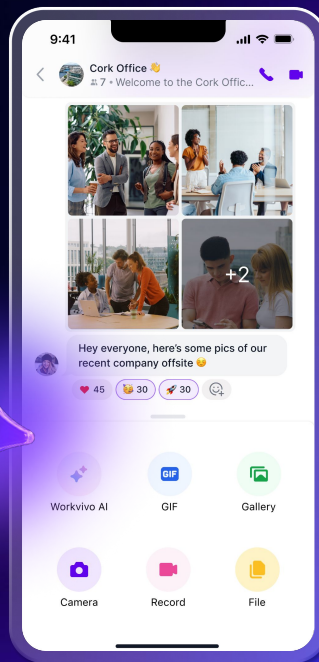
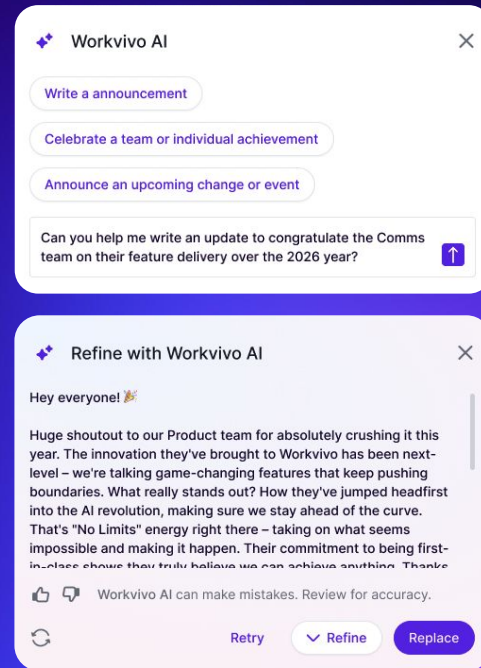
Easily get the message from missed livestreams

Every livestream can automatically generate a written summary and navigable AI chapters, so every all-hands leaves a lasting, accessible record.



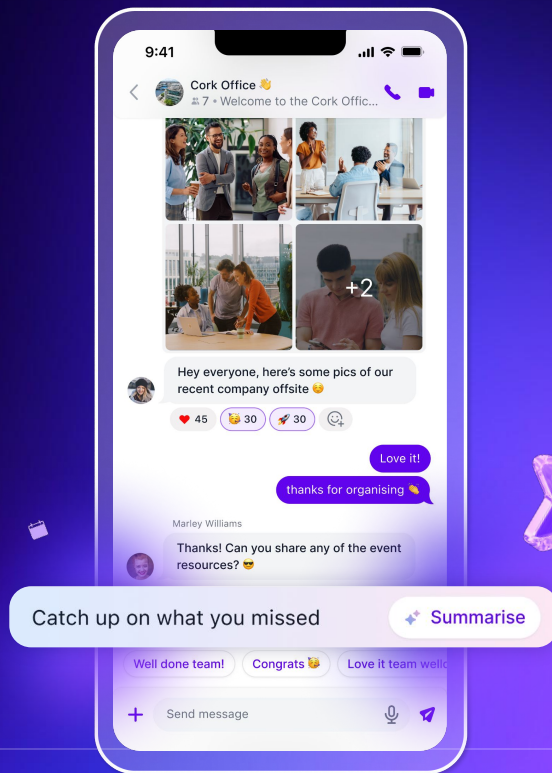
Chat smarter, not harder

AI-powered writing in chat is designed for faster, clearer communication, for everyone from frontline staff to senior leaders.



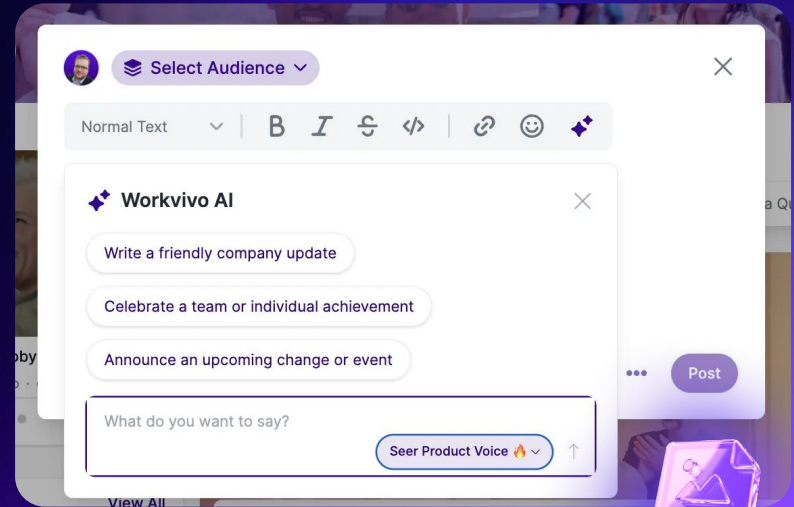
Employees can rejoin a busy thread without reading back through 200 messages

AI summarises chat threads and surfaces decisions, actions, and blockers, so people can pick up exactly where they need to.



Draft, refine, and publish great content **in seconds**

AI suggests contextual replies in chat so employees can respond to messages quickly and keep conversations moving, without stopping to think about how to word it.



AI COMPOSE PROFILES

Always use the right tone of voice

Create distinct AI writing profiles for different leaders, teams, or communication styles.

Whether it's the CEO's all-hands update or a regional manager's team brief, AI drafts content that sounds authentically like the person it's coming from.



AI Compose Settings



Add new writing profile



AI Compose Settings

Compose

Use Workvivo AI assistance and prompts to create and revise updates, articles, shout-outs and more.

Workvivo AI for your Organization

By enabling AI, users in your organization can access and utilize Workvivo AI. [Learn more](#)



Writing Profiles

Allow users to choose a writing profile to tailor AI output to a specific role or audience.



[Add new profile](#)

Name	Role	Default	
CEO Voice	Messages from the CEO	☒	...
Brand Voice	Speaking publicly	☐	...
Internal Comms	Speaking internally	☐	...



workvivo
by zoom

Thank you!

