

# Posting Work Guide for Users



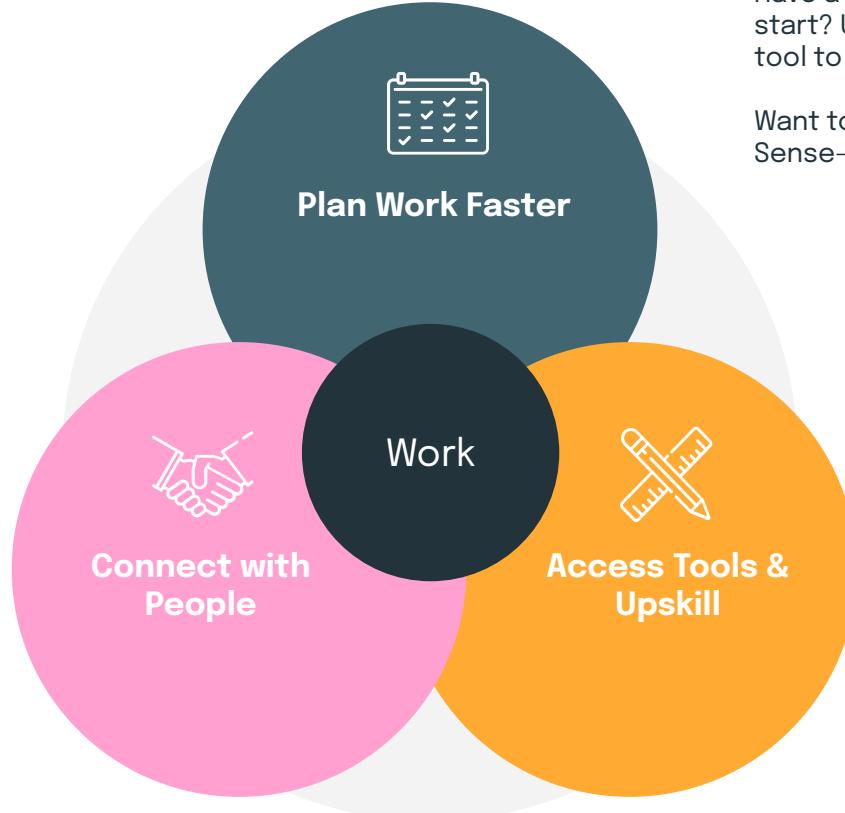
October 2025

# How can posting 'Work' on Gloat help you?

Need an extra pair of hands?  
Create an opportunity in minutes  
and post it to the marketplace.

Check your team's skill match first  
and see if it could be a stretch  
opportunity for them

Don't have capacity on your team?  
Surface people across the  
company who could help



Have a goal but not sure where to  
start? Use the work deconstruction  
tool to break it into tasks.

Want to validate your project plan?  
Sense-check with AI suggestions.

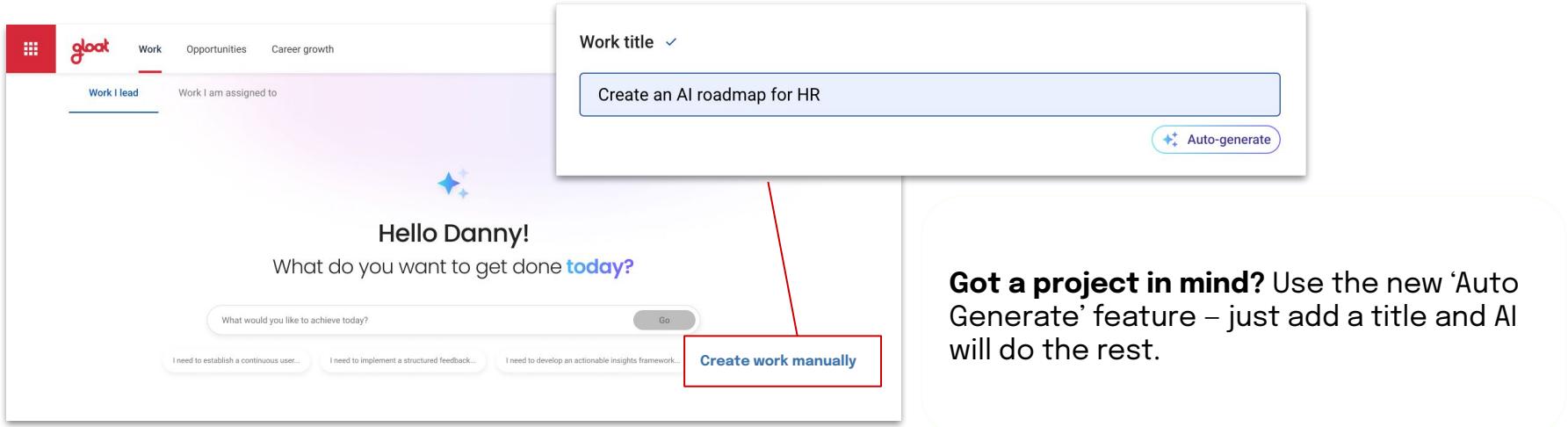
Use ready made AI prompts to  
boost efficiency and free up time.

Discover the right technologies to  
accelerate delivery.

Connect with mentors and learning  
to build new skills as you work.

# Plan Work Faster

# What should I post on Gloat?



The screenshot shows the Gloat app's interface. At the top, there's a navigation bar with a grid icon, the 'gloat' logo, and menu items: Work, Opportunities, and Career growth. Below this, a secondary navigation bar shows 'Work I lead' (which is highlighted in blue) and 'Work I am assigned to'. The main content area features a greeting 'Hello Danny!' and a question 'What do you want to get done **today?**'. A text input field says 'What would you like to achieve today?' with a 'Go' button. Below it are three small buttons with text: 'I need to establish a continuous user...', 'I need to implement a structured feedback...', and 'I need to develop an actionable insights framework...'. To the right of these is a red-bordered button labeled 'Create work manually'. A red line from the 'Create work manually' button points to a callout box. The callout box contains the text: 'Got a project in mind? Use the new 'Auto Generate' feature – just add a title and AI will do the rest.' At the top of the callout box is a 'Work title' dropdown with the placeholder 'Create an AI roadmap for HR' and an 'Auto-generate' button with a blue star icon.

**Got a project in mind?** Use the new 'Auto Generate' feature – just add a title and AI will do the rest.

## Examples

### Get work done

Extra help with tasks or deadlines

Cover during leave or onboarding support

### Spark ideas

Fresh ideas and brainstorming

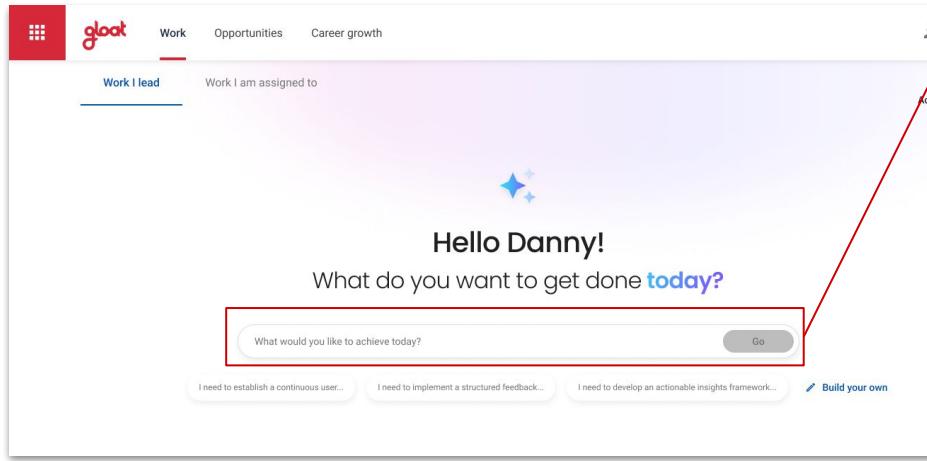
Run academies, hackathons, or campaigns

### Build community

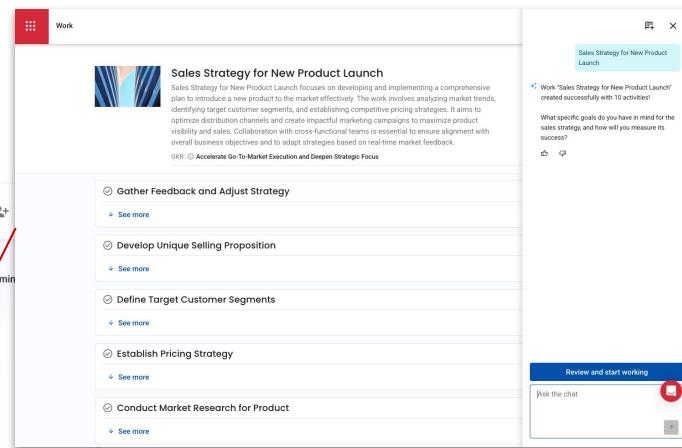
Volunteering opportunities

Support for local events

# What should I post on Gloat?



The screenshot shows the Gloat web interface. At the top, there's a navigation bar with a grid icon, the word "gloat", and three menu items: "Work", "Opportunities", and "Career growth". Below this, a secondary navigation bar has "Work I lead" (which is highlighted in blue) and "Work I am assigned to". The main content area features a "Hello Danny!" greeting with a blue star icon. Below it is a large input field with the placeholder "What do you want to get done **today?**". A red box highlights this input field. Below the input field are four smaller buttons: "I need to establish a continuous user...", "I need to implement a structured feedback...", "I need to develop an actionable insights framework...", and a "Build your own" button with a pencil icon. A red arrow points from the "Build your own" button towards the detailed view of a work item on the right.



The screenshot shows a detailed view of a work item titled "Sales Strategy for New Product Launch". The item is described as follows: "Sales Strategy for New Product Launch focuses on developing and implementing a comprehensive plan to introduce a new product to the market effectively. The work involves analyzing market trends, identifying target customer segments, and establishing competitive pricing strategies. It aims to optimize distribution channels and create impactful marketing campaigns to maximize product visibility and sales. Collaboration with cross-functional teams is essential to ensure alignment with overall business objectives and to adapt strategies based on real-time market feedback." Below the description are five task items, each with a circular icon and a title: "Gather Feedback and Adjust Strategy", "Develop Unique Selling Proposition", "Define Target Customer Segments", "Establish Pricing Strategy", and "Conduct Market Research for Product". Each task has a "See more" link. At the bottom right of the main content area is a "Review and start working" button with a "Ask the chat" link below it.

**Need help breaking down your work?**  
Enter a goal or outcome to receive an AI generated list of tasks. Refine using the chatbot or edit work directly.

## How can I use this tool to help me achieve my work goals?

You have a goal but don't know where to start

You have a plan but want to check for gaps

You feel stuck and need help thinking through the next step

# FAQs | Posting Work

**Who can post Work?**

Anyone with access to \*Insert Platform Name\* can post Work!

**Is there a formal process or budget approval required?**

No, as the tool helps you access internal resources & assign work to yourself you can get started without any approvals.

**Who can see the work I posted?**

Work is only visible if you choose to click 'Publish to the marketplace', otherwise you can use the tool for your own planning.

# Connect with People

# How can I use Gloat to find relevant resources?

Activities are matched with people within and outside your team who have the right skills to deliver the work.



**Expand Your Reach** → Look beyond your team to tap enterprise-wide talent.

**Break Down Silos** → Access people across functions and geographies.

**Build Stronger Teams** → Combine unique capabilities to accelerate delivery.

**Surface Hidden Talent** → Identify untapped skills in your team.

**Assign Work Strategically** → Match tasks to strengths for better outcomes.

**Support Development** → Provide stretch projects that build future capabilities.

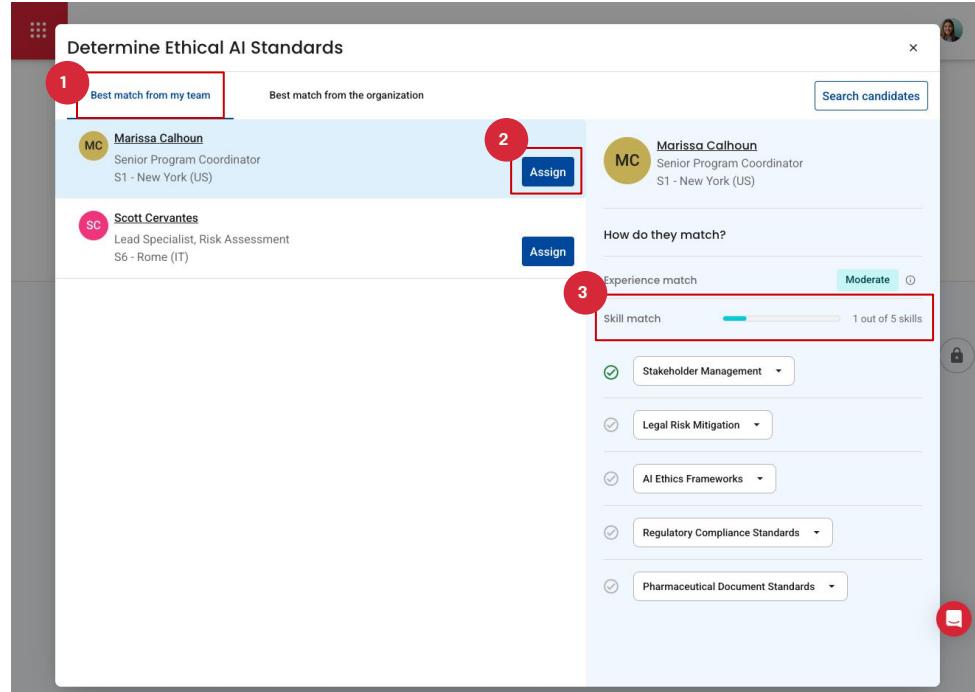
# Assigning work to your team

See if the right skills already exist in your team - or create a stretch opportunity for someone ready to grow.

In the **Best match from my team** tab, view each member's skill match details to find the best fit.

 **Click Assign** - Instantly designate the team member and they'll be notified.

 **Note:** Only onboarded team members are shown. If no match is found, this section won't appear.



# Assigning work to others in the organisation

Let Gloat's AI scan the **entire organisation** to find people with the **right skills** to deliver your work – so you don't need to hire externally or overload your team.

✓ **Invite to Apply** – Send an email invite to top matches instantly

🌐 **Publish on the Marketplace** – Advertise to everyone and attract more applicants

Determine Ethical AI Standards

Best match from my team 1 Best match from the organization

Publish on the marketplace 3

Search candidates

Discovered (200) Applied Invited Matched Dismissed

Select candidates

WB William Brown Principal Advisor, Compliance Governance S6 - Rome (IT) 2 Dismiss Invite to apply

MG Matthew Gonzales Principal Advisor, Compliance Governance S7 - Tel Aviv (IL) Dismiss Invite to apply

GN Gary Nguyen Principal Advisor, Compliance Governance S8 - Prague (CZ) Dismiss Invite to apply

MC Miranda Clark Principal Advisor, Compliance Governance S6 - Rome (IT) Dismiss Invite to apply

LL Latasha Lewis Principal Advisor, Compliance Governance S1 - New York (US) Dismiss Invite to apply

JB Jacqueline Bowen Dismiss Invite to apply

How do they match?

Experience match Good

Skill match 1 out of 5 skills

Stakeholder Management

Legal Risk Mitigation

AI Ethics Frameworks

Regulatory Compliance Standards

Pharmaceutical Document Standards

WB William Brown Principal Advisor, Compliance Governance S6 - Rome (IT)

How do they match?

Experience match Good

Skill match 1 out of 5 skills

Stakeholder Management

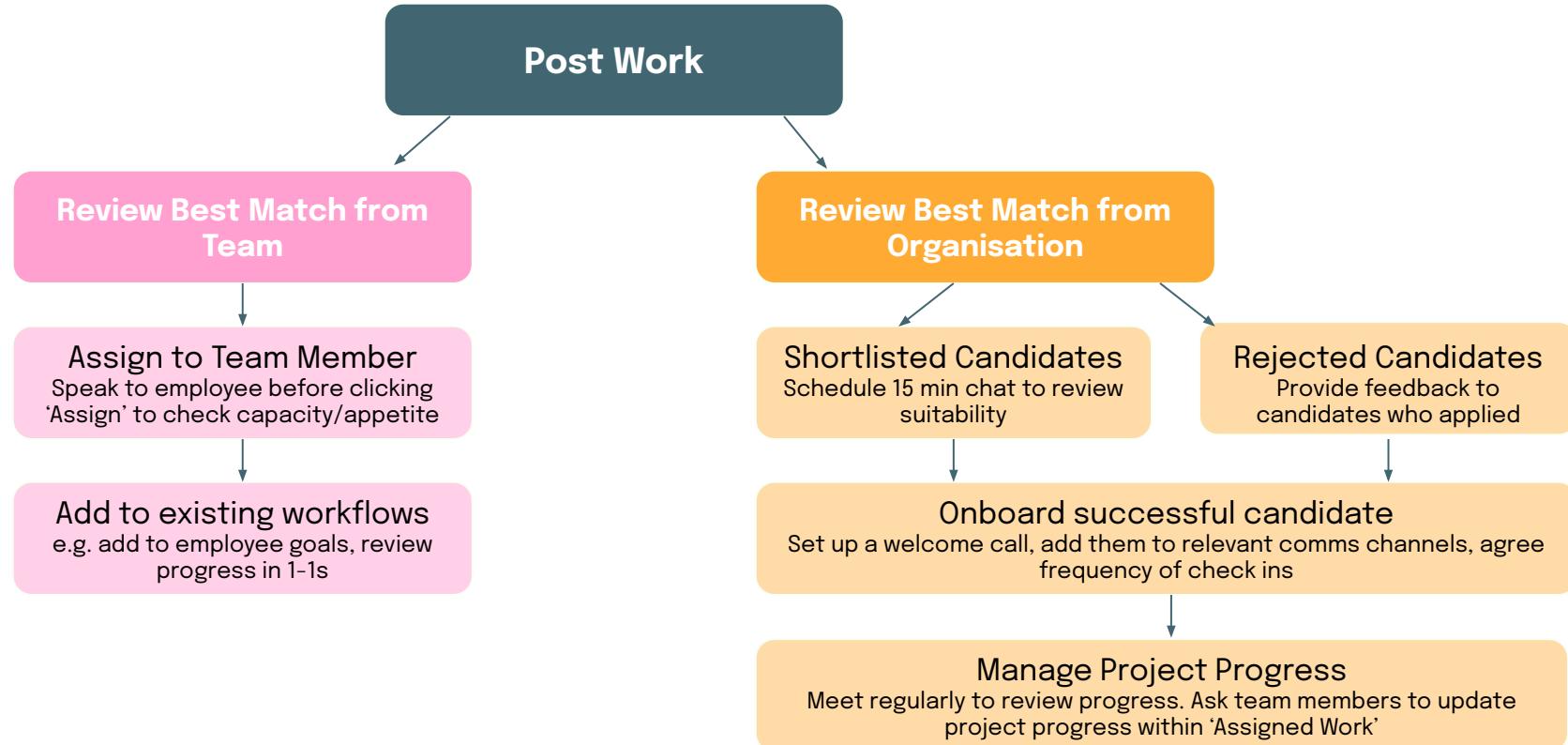
Legal Risk Mitigation

AI Ethics Frameworks

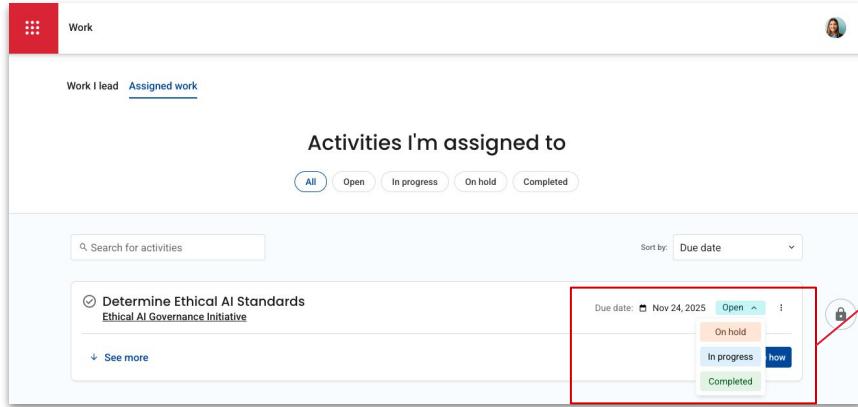
Regulatory Compliance Standards

Pharmaceutical Document Standards

# How to Onboard & Manage Projects



# Managing Project Progress



Work

Work I lead Assigned work

Activities I'm assigned to

All Open In progress On hold Completed

Search for activities

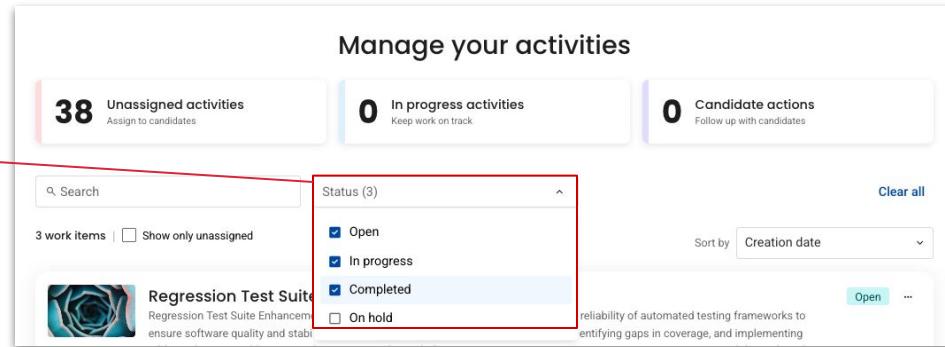
Sort by: Due date

Determine Ethical AI Standards  
Ethical AI Governance Initiative

Due date: Nov 24, 2025 Open

See more

Ask assigned employees to update progress on their work in 'Assigned Work'



Manage your activities

38 Unassigned activities Assign to candidates

0 In progress activities Keep work on track

0 Candidate actions Follow up with candidates

Clear all

Search

3 work items |  Show only unassigned

Status (3)

Open

In progress

Completed

On hold

Creation date

Open ...

Regression Test Suite  
Regression Test Suite Enhancement  
ensure software quality and stability of automated testing frameworks to identify gaps in coverage, and implement

You can then filter in your view of 'Work I lead' to see progress across multiple pieces of work

# Access Tools & Upskill

# Why would I assign work to myself?

Accelerate delivery with the right tools

3

Technologies

Get matched to the best tool for your task (analytics, presentations, etc.)

Follow step-by-step guidance to get started fast.

## Tasks

Creating visual reports to share with stakeholders

Running virtual brainstorming or design-thinking sessions

Automating customer follow-ups or reminders

## Technologies



Power BI



miro



# Why would I assign work to myself?

**Work smarter  
with AI**

**2**

AI Agents

**2**

AI Assistants

Use AI agents to complete work for you OR

Get AI assistance to access pre-built prompts to get you started

**AI Agents**

 **Copilot**

**Surface right agent to complete work e.g.** CoPilot to build slide decks from written briefs or Word documents.

**AI Assistants**



**ChatGPT**

**Provide a detailed prompt to get the best results** including context, tasks, constraints, & validation.

# How can I use Gloat to quickly identify automation opportunities?

1 activity

Determine Ethical AI Standards Open ...

**BEST FIT**  202 Colleagues

**SUITABLE FIT**  You! Assign to me

Due date: Nov 24, 2025

**Description**

Determining Ethical AI Standards involves identifying and defining key ethical principles and guidelines for the development, deployment, and use of AI technologies. The activity requires reviewing existing ethical frameworks, regulatory requirements, and societal values to ensure alignment. Collaborate with stakeholders across technical, legal, and organizational domains to gather diverse perspectives and address potential risks such as bias, privacy concerns, and unintended consequences. Document the standards clearly, ensuring they promote transparency, accountability, and trust in AI solutions.

Work

Determine Ethical AI Standards

Minimal AI automation ⓘ

Get guidance to help you complete this task, no matter your skill level

Explore how you can accomplish tasks more efficiently with the help of tools, experts, AI, and courses.

0 Technologies 0 AI agents 0 AI assistance 200 Experts 152 Learning

Mentor  William Brown Principal Advisor, Compliance Governance

Mentor  Gordon Prince Principal Advisor, Compliance Governance

Mentor  Donna Steele Principal Advisor, Compliance Governance

Every task in Mosaic comes with an **Automation Insight**, showing you how AI can support or even take on the work.

## Full Automation

AI can take this off your team's plate, freeing capacity for higher-impact priorities

## High Augmentation

AI will partner with your team, speeding up execution and enhancing outcomes

## Moderate Augmentation

AI provides support, but your team's expertise remains essential

## Low Impact

This skill remains human-led, with limited impact from AI

# Why would I assign work to myself?

Upskill in the flow of work

1

Ask an expert

200

Learning

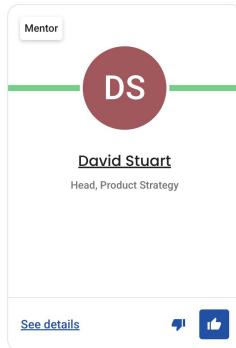
Connect with mentors who can guide you on current tasks.

Access learning courses you can apply right away.

## Task

Develop Product Value Proposition

## Experts/Mentors



## Learning



Questions you could ask your mentor

Here's the task I'm working on – how would you approach it?

What are the biggest challenges you faced doing this type of work?

Could you share any frameworks, tools, or examples that might help?

Can I show you what I've done so far and get your feedback?

# Getting Started...

# How to get started

For more detailed guidance, please visit the [Help Center](#).

## Post Work

### **Got a project in mind?**

Click 'Create Work Manually', add a title and the AI will do the rest

### **Need help breaking down your work into activities?**

Enter a goal to receive an AI generated list of tasks. Refine using the chatbot or edit work directly.

## Assign to Others

### **Find hidden talents in your team** (for managers with direct reports)

In the 'Best match from my team', view skill match details to find the best fit

### **Find talent across the organisation**

Invite candidates to apply or publish your activity on the marketplace

## Assign to Self

### **Use technology to accelerate delivery**

Find relevant AI assistants, agents or other technologies and get step by step guidance & prompts

### **Find upskilling opportunities**

Access mentors or learning courses to teach you how to complete the work yourself