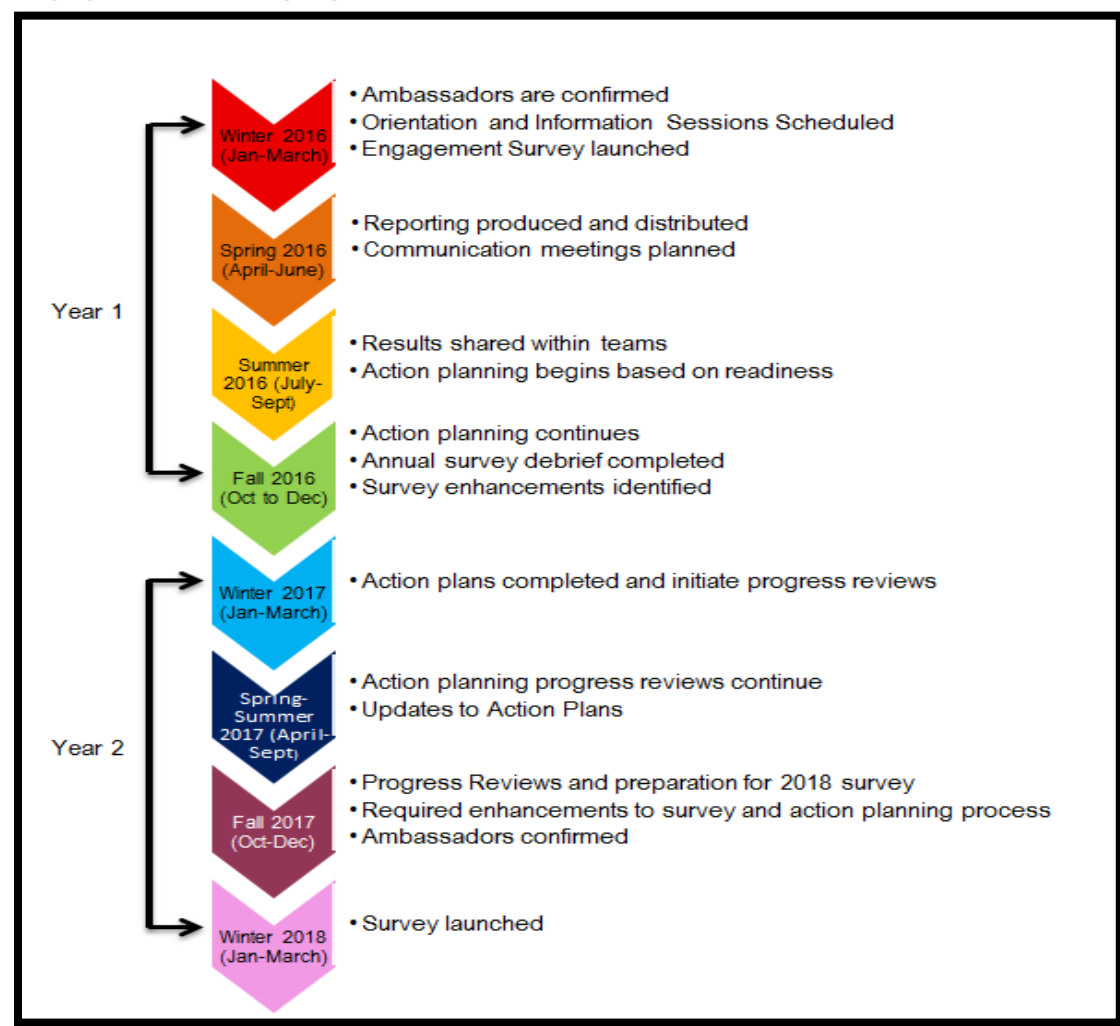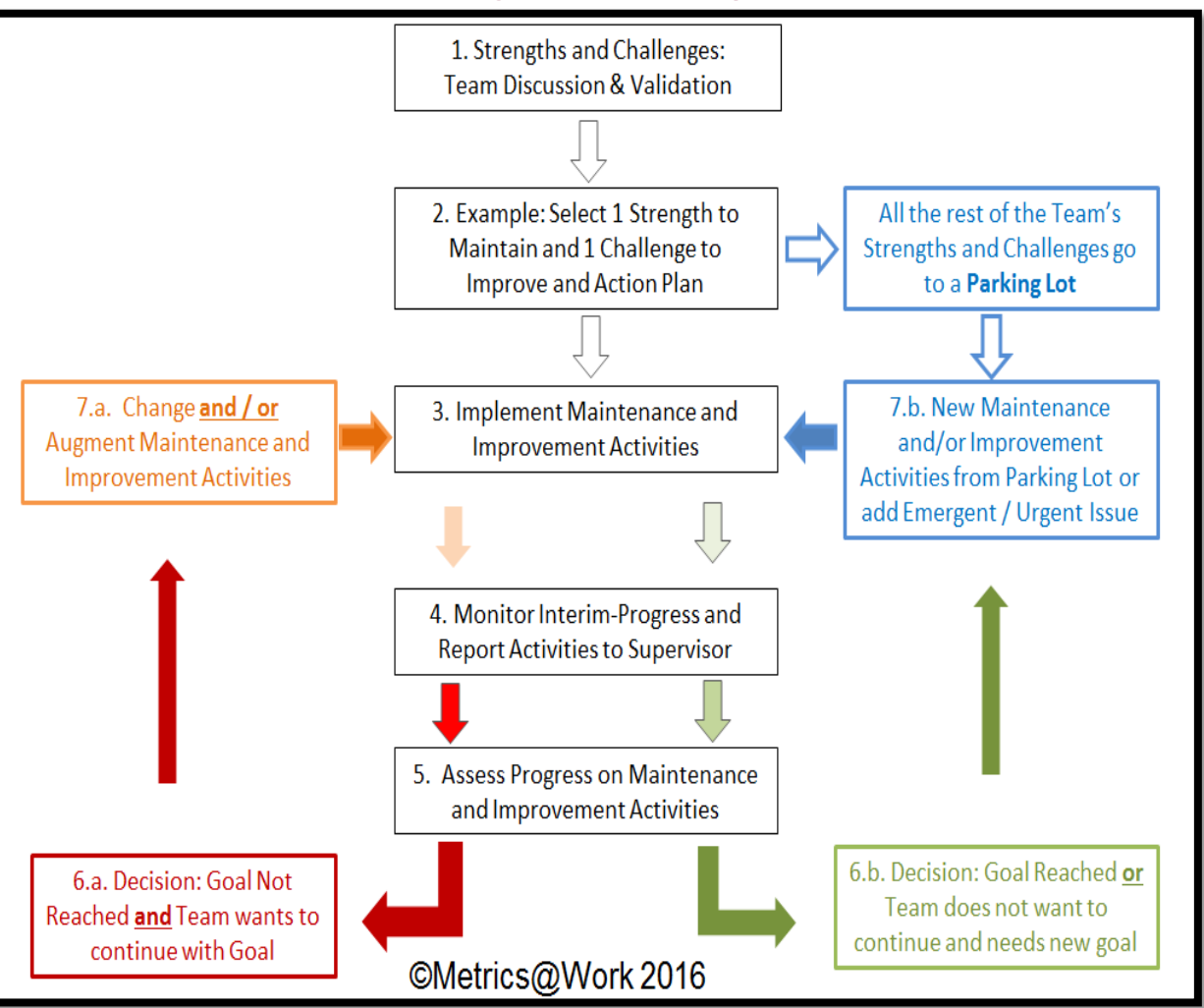# Employee Engagement Survey Action Plan

Our Employee Engagement Surveys provide employees with the opportunity to share their ideas, suggestions and concerns regarding what matters most in creating a positive employee experience. The survey data provides an opportunity for our teams to interpret the results and strategize ways to improve individual and team engagement. From these strategies, an engagement plan can be created to drive increased engagement of the group. These plans will be formally reviewed each year upon the receipt of new survey results, and should be monitored throughout the year to ensure we remain on track with achieving planned activities or making appropriate adjustments as things evolve.

The focus will be on 5-10 priority engagement areas where you have the potential to influence real change between surveys within the next two years.

Engagement Survey Cycle

Year 1

Winter 2016 (Jan-March)
- Ambassadors are confirmed
- Orientation and Information Sessions Scheduled
- Engagement Survey launched

Spring 2016 (April-June)
- Reporting produced and distributed
- Communication meetings planned

Summer 2016 (July-Sept)
- Results shared within teams
- Action planning begins based on readiness

Fall 2016 (Oct to Dec)
- Action planning continues
- Annual survey debrief completed
- Survey enhancements identified

Year 2

Winter 2017 (Jan-March)
- Action plans completed and initiate progress reviews

Spring-Summer 2017 (April-Sept)
- Action planning progress reviews continue
- Updates to Action Plans

Fall 2017 (Oct-Dec)
- Progress Reviews and preparation for 2018 survey
- Required enhancements to survey and action planning process
- Ambassadors confirmed

Winter 2018 (Jan-March)
- Survey launched

Principles of Team Action Planning Between Surveys

1. Strengths and Challenges: Team Discussion & Validation

2. Example: Select 1 Strength to Maintain and 1 Challenge to Improve and Action Plan

All the rest of the Team's Strengths and Challenges go to a **Parking Lot**

3. Implement Maintenance and Improvement Activities

7.a. Change **and / or** Augment Maintenance and Improvement Activities

7.b. New Maintenance and/or Improvement Activities from Parking Lot or add Emergent / Urgent Issue

4. Monitor Interim-Progress and Report Activities to Supervisor

5. Assess Progress on Maintenance and Improvement Activities

6.a. Decision: Goal Not Reached **and** Team wants to continue with Goal

6.b. Decision: Goal Reached **or** Team does not want to continue and needs new goal

©Metrics@Work 2016

Employee Engagement Survey Action Plan

Department	Date completed	Date Last Updated
	By:	By:

Areas for Continued Focus, Expansion and Growth

List key actions which have been successful to date, and should continue to build, evolve or expand the impact within your department

Engagement Driver Area of Focus	What are we trying to address?	Recommended action(s)	Who will lead activity?	Expected impact	Status	Progess Notes
Job: Sat. with Physical Work Environment	Need to have ongoing personal career and development conversations; IDP pilot in team was very successful and we should expand usage	Continue to roll-out IDPs across department	Director with HR assistance	Everyone will have an IDP and a personal meeting by end of year	Deferred	

Opportunity Areas for Development

List new ideas or recommendations which will assist in improving areas of identified opportunity or to address existing gaps within your department

Engagement Driver Area of Focus	What are we trying to address?	Recommended action(s)	Who will lead activity?	Expected impact	Status	Progess Notes
i.e. Personal/Work Volumes	Employees want more input to assignment and prioritization of project activities	Hold monthly team project review meetings	Manager; but all team participates	Better team discussion/planning on priorities/business as usual activities	Pending	