



Employee Engagement Survey Action Plan

2014

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 completed each year upon the receipt of new survey results, and should be reviewed 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 4-6 priority engagement areas where you have the potential to influence real change within the next year.

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 to continue to have impact within your department

Engagement Area of Focus	What are we trying to address?	Recommended action(s)	Who will lead activity?	Expected impact	Status
i.e. Career Development	Need to have ongoing personal career and development conversations; IDP pilot in team was very successful and we should expand usage	<ul style="list-style-type: none"> Continue to roll-out IDPs across department Coaching for managers New pilot for Teams X&Y All employees to have IDP by 2015 	<ul style="list-style-type: none"> Director with HR assistance All employees to participate in training and complete their IDPs 	<ul style="list-style-type: none"> Everyone will have an IDP and a personal meeting by end of year Annual process moving forward 	In progress

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 Area of Focus	What are we trying to address?	Recommended action(s)	Who will lead activity?	Expected impact	Status
i.e. Personal/ Work Volumes	Employees want more input to assignment and prioritization of project activities	<ul style="list-style-type: none"> Hold monthly team project review meetings Create escalation process for priority situations Create project activity calendar on shared drive 	<ul style="list-style-type: none"> Manager; but all team participates J. Smith will create process for team review A.Moran will maintain calendar and updates after monthly meetings 	<ul style="list-style-type: none"> Better team discussion/ planning on priorities/ business as usual activities Enhanced tracking Clarity on what to do when issues arise 	Pending/ under review