



THRIVING WORKPLACE

15 Months of Thriving

One of the most important actions you, as a leader, manager, or supervisor can do is to create a thriving workplace calendar for your group. By creating a focused and intentional course of action over the next 15 months, your plan will help to positively affect your group's engagement and inclusion.

Timing

After your group has completed the Q12 survey, begin to create your 15-Month Thriving Plan. The plan will help you stay focused on and intentional about actions the team will take throughout the year. Building ongoing awareness about engagement and inclusion provides direction and establishes a firm foundation for increasing it.

Impact

Focusing on engagement and inclusion every day needs to be an ongoing part of what you do as manager, supervisor, or leader. Groups that review and discuss their survey results, create action steps, and follow through on them achieve better results.

5 Steps

1. Carefully read and analyze your group's survey results, particularly the first 17 items of the survey which are designed for local-level action.
2. Meet with your group for a conversation about the group's current state of engagement and inclusion.
3. Create visibility for your group's goals for engagement and inclusion.
4. Make thriving a priority and constantly focus on it.
5. For the group to stay committed to the thriving workplace process, lead formal and informal conversations to learn about their work, the workplace, and what they need to be successful.

Example 15-Month Thriving Workplace Plan



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Current Month	Month 2	Month 3
<ul style="list-style-type: none"> Carefully read and analyze the Q12 survey result Schedule a meeting to discuss the results with your group Prepare to lead a discussion about the results with the group 	<ul style="list-style-type: none"> Facilitate a discussion on the group's current state of engagement and inclusion using the survey results Determine 1-2 goals for growing or sustaining your thriving workplace Write the group's Thrive Plan and post so everyone can see everyday 	<ul style="list-style-type: none"> Start to change conversations Be deliberate about building a thriving work environment. Use the Thrive Checklist to gain insights into the group's engagement. Engage the group in simple discussions about engagement and inclusion.
Month 4	Month 5	Month 6
<ul style="list-style-type: none"> Check-in with the group on progress toward Thrive Plan goals Integrate engagement and inclusion conversations into on-on-one meetings to discuss each member's needs 	<ul style="list-style-type: none"> Celebrate individual and group accomplishments Reflect on the most successful moments of each group member. Write a short note describing their success and what they mean to you and the group. Give a note to each member of the group. 	<ul style="list-style-type: none"> Individualize. Try to learn one new thing about each group member. Use the information to enhance your relationship and their workplace experience. Ask yourself, "When can I encourage, support, and provide informal feedback to support my group's efforts?"
Month 7	Month 8	Month 9
<ul style="list-style-type: none"> Attend a Thrive Thursday – on your own or with your team. Discuss how to use the concepts from the session in your workplace. 	<p>Review and recalibrate the group's Thrive Plan by asking:</p> <ul style="list-style-type: none"> Did we complete the items we said we would? Do our action items still apply to achieving our goals? Are there new actions we should take? Is there a new goal to implement? 	<ul style="list-style-type: none"> Encourage the group to talk about how they can positively contribute to one another's successes. Spend one-on-one time with each group member focusing on their individual talents, strengths, and value they bring to the group.
Month 10	Month 11	Month 12
<ul style="list-style-type: none"> Hold a final progress check at a regular group meeting. Review and recalibrate action to complete in the next two months 	<ul style="list-style-type: none"> Engage in one of the Thriving Workplace "Conversations of the Month" with your group. Available on the TWI Resource Library 	<ul style="list-style-type: none"> Focus on your personal engagement. Ask yourself, "What one engagement or inclusion item is the most important to ME today?" Then, work on that item
Month 13	Month 14	Month 15
<ul style="list-style-type: none"> Ask each group member what they appreciate about working in this group and what they would like more of. Act on what you can. 	<ul style="list-style-type: none"> Start preparing for the next survey administration. Be aware of priorities, be intentional in actions and continue to focus on influencing the group's engagement and inclusion 	<ul style="list-style-type: none"> Celebrate the group's Thrive Plan progress. Build excitement for the upcoming Thriving Workplace survey