

Taking Action on Your Thriving Workplace Survey Results

Outline for a group action planning session

Step 1 Have a conversation about the survey results with your group

- Plan a meeting for at least an hour and longer if possible.
- Give your team the survey results before the meeting and ask them to come prepared to share one thing they think is most critical for your team to pay attention to.
- Spend the beginning of the meeting (a short time) talking about what emerges as the most critical takeaways.

Step 2 Identify one issue on which to focus

- First, pose the question: “**What issues are preventing our group from achieving its goals?**” Then give people 1 minute of silent brainstorming and writing time. Each person writes down **as many ideas** as they can think of.
- Then ask each person to circle their **best idea**.
- Break people into small groups (3-5 people). In their small groups, each person should share their best idea.
- Each small group will then pick one issue on which to focus and write it down.

Step 3 Choose the most relevant Q12 item(s)

- Each small group will choose 1-2 of the Q12 items that are most **relevant** to the issue it identified. At least one item should be a Q12 inclusiveness driver (Q3, Q5, Q7, or Q8).

Step 4 Identify action steps your team could take

- Give people 1 minute of silent brainstorming and writing time again, and ask them individually to write down everything they can think of that **the larger team** can do to address the issue and Q12 item(s) their small group identified.
- Ask each person to circle their **best idea**.
- In the same small groups, have them share their ideas.
- Each small group will then choose one action step on which to focus and write it down.
- As a **large team**, vote on the action step that people want to take action on first. Allow each participant 2 votes with the instruction that they must vote on at least one suggestion different from the one their group offered.

Step 5 Make sure the action step is specific and measurable

- Spend a little time as a large group fleshing out the chosen action step.
- Make sure it is **specific** (you can answer who, what, when, where, and how), and **measurable** (how will you know when it's completed?).

Step 6 Schedule and communicate a follow-up plan

- Schedule time within the next month to check in on progress, and on an ongoing basis after that.
- Each check-in should be short, part of an already scheduled meeting, and address the following questions: **Have we done what we said we would do? Did it make any difference? What's next?**