

2015

Sharing Results & Action Planning

UK@
work

Work-Life Survey of Faculty & Staff

see transformation.

Sharing UK@Work Survey Results

This document can help you prepare for and facilitate a conversation about the results of the UK@Work survey. These are only suggestions; please adapt to best meet the needs of your college/department. Additionally, we've included information about the action planning process and a worksheet to help with documenting these goals and outcomes. The Office of Work-Life is here to support you throughout this process. You can reach out to us at the contact information listed in the footer of this page.

Prior to sharing the results, think about the following:

- What patterns or key themes do you see in the data?
- Do these patterns/themes align with feedback from other sources? (e.g. past surveys, periodic reviews, forums)
- Are there any additional strengths that should be recognized? Areas of opportunity?
- How will the results be communicated after this meeting? (e.g., newsletter, listserv, email)
- What level of involvement do you expect from others in the action plans and follow-through?

Results and action planning meeting:

You will likely need someone to take notes during this session -- a whiteboard or flipchart may also be helpful when writing down top strengths and areas of opportunity. Also, it may make more sense to wait a few days or week between the results presentation and action planning, especially if the results are surprising or additional input is needed.

1. State the goal of this meeting (e.g., understand and discuss the results of the survey, begin action planning).
2. Share the results report or results presentation. (Alternatively, you can distribute the results ahead of time and ask everyone to come prepared to discuss).
3. Ask about their overall reaction to the results (e.g., surprised, concerned, happy etc.) Ask what items stand out the most.
4. Ask how these results are consistent with or different from what they've heard from other sources.
5. Ask what they think we are doing well and need to keep doing. Additionally, ask what needs to be changed, improved, or enhanced to make this an even better place to work. (You may want to reference the top 5/bottom 5 results in addition to looking at items overall)
6. Explain next steps with the action planning process -- need to think about not just what to continue and what to change, but support needed and goal dates.
7. Based on the list of strengths and opportunities that you've created, ask what items are in our control and can be changed or improved in a week; a month; three months. Additionally, ask what items will need support from other areas (e.g., career development, compensation) or UK leadership. The responses to these questions will help you fill out your action plan (see next page).
8. Discuss best way to implement these actions -- will you need to form sub-committees or task force?
9. Ask what concerns and potential barriers could prevent or delay action on these items, and how we can remove these barriers.
10. Close the discussion by outlining next steps, confirming roles and responsibilities, and thanking them for input.

UK@Work Action Plan Template

Survey Item/Theme	Action We Are Taking	Person(s) Responsible	Timeframe Or Target Date	What Success Looks Like: