**Timeline and Expectations**

The following reflects timing for action steps in the employee engagement action plan process. Each step is an opportunity to include employees and make the survey experience relevant. It is not the survey that matters. It is what we do after.

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| **Steps** | **Person Responsible** | **People to Include** | **Mode** | **Timing** |
| Share Survey Results With Team | Leader | All team members | Email or in person | Within one week of results being made available to leaders. |
| Facilitate Team Discussion About Survey Results | Leader | All team members | In person | Within two weeks of receiving survey report. |
| Facilitate Action Plan Workshop:  Pick 1 Thing  Do 2 Things About It | Leader | All team members | In Person | Before the end of July. |
| Enter Action Plan In Tracker | Leader | All team members | Online | Before the end of August. (It will be available end of June) |
| Progress Check-Ins Throughout the Year | Leader and employees | Leader and employees | In person, email, newsletter, tier board, action plan tracker or other methods | Ongoing. At least quarterly. |
| Communicate 3 times | Leader | Leader to employees | Email or in person | 1. June – Aug: What is our action plan 2. Sept – Nov: Progress 3. Dec – Feb: Wrap up |