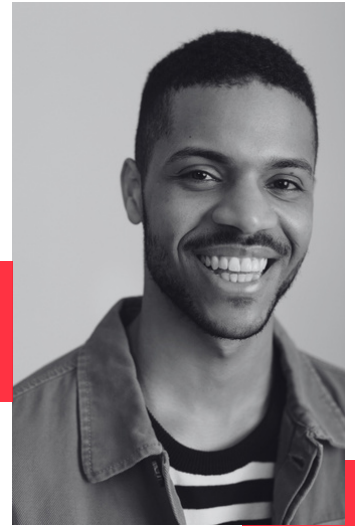


Great Place To Work®



**Achieve higher levels of
employee satisfaction.**

Action Planning Worksheets

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#1

Prioritize Issues

To effectively address employee feedback, start by prioritizing the issues that have been identified in the survey. This involves several key elements:

Critical Areas

Focus on areas with the most significant impact on employee engagement and business performance. These are the areas that, when improved, will provide the most benefit to the organization and its employees.

Survey Results

Review the detailed feedback from the survey to understand the specific concerns and suggestions raised by employees.

Objectives

Clearly define what you aim to achieve by addressing each issue. This could include increasing employee satisfaction, improving productivity, or enhancing communication.

Root Causes

Investigate the underlying reasons for the issues identified. Understanding why these problems exist is crucial for developing effective solutions.

Barriers

Identify any obstacles that might hinder the implementation of solutions. These could be related to resources, organizational structure, or existing processes.

Enablers

Determine the factors that will support and facilitate the successful resolution of the issues. These might include existing strengths, available resources, or supportive leadership.



#2

Develop Action Plans

Once you have prioritized the issues, the next step is to develop detailed action plans to address them:

Action Steps

Outline the specific actions needed to achieve each goal. This should include a clear description of each step, the resources required, the responsible parties, and the expected timelines.

Ownership and Accountability

Assign ownership for each action item to specific individuals or teams. Establish accountability mechanisms to ensure that the responsible parties are held accountable for their progress and outcomes.

Timing

Define the timelines for each action step. This includes setting start and end dates, as well as any key milestones to track progress.



Resources

Identify the resources needed to implement the action plans. This could include budget, personnel, training, or tools.

This action planning worksheet is a helpful way to organize, detect root causes, plan actions, and monitor each step for success. By following these structured steps, companies can effectively address employee feedback, enhance organizational practices, and achieve higher levels of employee satisfaction and performance.

Action Planning - Worksheet #1 (1 of 2)

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PRIORITY:

**SURVEY RESULTS/
EXAMPLES:**

OBJECTIVE(S):

ROOT CAUSES:

BARRIERS:

ENABLERS:

Action Planning - Worksheet #2 (2 of 2)

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ACTIONS	Accountable	Timing	Resources
1.			
2.			
3.			
4.			
5.			
6.			
7.			