



2021 Workplace Experiences Survey

Action plan conversation guide

After reviewing your report, we recommend sharing it with faculty and/or staff in your portfolio. Present it at a regular department meeting and use it to start a discussion. We encourage you to use this template as a conversation guide and to capture notes.

For any questions or support working with your results, please contact workplace.surveys@ubc.ca, or your HR contact.

UNIT NAME: _____

DATE: _____

<p><i>What are the results</i></p> <p>After reviewing your unit's survey results, discuss:</p> <ul style="list-style-type: none">▪ What stands out for you in the report? Why?▪ What areas should we explore in more depth?	
<p><i>What do they mean</i></p> <p>Use these prompts to guide the discussion further:</p> <ul style="list-style-type: none">▪ What do you see as the top area to improve?▪ How do our results compare to the overall UBC results?▪ What are your thoughts on the similarities and differences?	
<p><i>What will we do</i></p> <p>Choose a strength and area of focus:</p> <ul style="list-style-type: none">▪ What are the areas to celebrate, and how can we do this?▪ If we could move the dial in one area by next year, what would it be?▪ What are specific actions we could take to do so and what is a realistic timeline?	
<p><i>What does success look like</i></p> <p>Discuss how to evaluate:</p> <ul style="list-style-type: none">▪ How will we demonstrate our commitment to these actions?▪ How will we determine the impact of our actions?	