Results to Action Workshop

This template steps you through simple activities to align your stakeholders to prioritise actions following a survey. It can be used for company-wide actions or actions for a more focused group, like a portfolio or department.

The template is based on **people science principles** and can be adapted to fit the unique needs and culture of your organization. You can also use the steps to run a workshop outside of Miro, like an in-person whiteboard session.

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Prep time **1 hr**	Activity time **1 – 2 hrs**	People **2 – 8**	Facilitation skills **Intermediate**

Why use this template?

- Follow a proven structure to work through a complex process
- Give more people a voice in the process and get buy-in
- Align key stakeholders on prioritized actions
- Focussed efforts are more likely to see improvements

Helpful resources

🔗 **Action framework**   🔗 **Taking action on survey results**

🔗 **Presenting results: Focus & Action**   🔗 **Workshop facilitation tips**

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Before running the workshop:

- [ ] **Confirm your Engagement survey** is closed and that the results have been shared back with stakeholders

- [ ] **Screenshot the key results** from your survey report paste them into step 2 of the template. We suggest including the focus area question and related comments and topics.

- [ ] **Edit and adjust the template** to fit your organization's brand and language. The sections are all customizable (or even to remove).

- [ ] **Preparation is key** to confident facilitation! Get familiar with the steps of the template and why they're important. See the summary info for each step.

1 Introduction

Agenda

1. Introduction
2. Icebreaker
3. Recap focus area
4. Brainstorm actions
5. Vote on actions
6. Commitment & Add to action plan in platform

Workshop objective

The aim is to come to an agreement and commit to an area of focus in order to create forward momentum and change

To do so, we will focus on 1-2 (at most three) **small, but significant** actions.

Rules of Engagement

We will aim for progress over perfection as we discuss ideas and arrive at plans - accepting that our actions are an experiment aimed at improving a complex problem.

Discussing ideas is encouraged. People should ask clarifying questions and offer direct feedback. Focus on the idea or task, not the person offering it.

Example: "In order to support this, I believe X & Y would need to be true

- Decision making will be each person voting on ideas they want to support. Votes can be anonymous or named – we can decide what approach is best for our situation. In some cases, voting may not be required as the discussion will naturally converge on an idea.

And importantly, this session is interactive. We want to collaborate and determine the best way forward for our organisation.

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2 **Review results and deep dive into a focus area**

Step 1

Recap the results for the focus area in the latest survey

Step 2

What are we doing well? What are we doing not so well?

Step 3

Everyone share back their thoughts

Add your focus area question and score

Add comments and topics (optional)

To discuss:

What are we doing well?

What are we doing not so well?

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3 Generate ideas for action

Step 1

Using sticky notes, individually write down as many ideas as you can to address the focus area.

Step 2

Take turns sharing your actions and group similar ideas by clustering the sticky notes.

Step 3

Repeat steps 1 and 2 for any new ideas that have formed during discussions

| Idea 1 | Idea 2 | Idea 3 | Idea 4 | Idea 5 | Idea 6 |

4 Plan next steps

Step 1
Review the actions prioritized in the previous activity

Step 2
Assign owners and timelines for each action

Action	Owner(s)	Date

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4 **Plan next steps**

Step 3

For each action, fill in the below plan to give more clarity and focus. This can be completed after the session if more time or information is required.

The Idea Headline (What Problem are we solving)

How Might this idea work?

What would the first three steps look like to get it off the ground?

Possible Downsides / Resistance?

What resources might be required?

5 Add actions to the Culture Amp Platform

Recommended

Once actions have been agreed on, add them to Culture Amp and create an action plan. This acts as a public commitment to achieve the actions and makes progress easy to track.
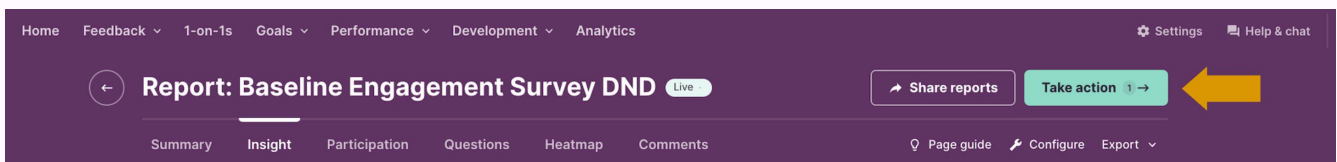
Step 1

Make sure that the focus area you have chosen to action has been flagged as a focus in the Survey Report by clicking on the **Focus flag icon**

Step 2

Click on **Take Action** button from within the survey's reports, or use the **Action Plans** option at the top of the page and select the survey.
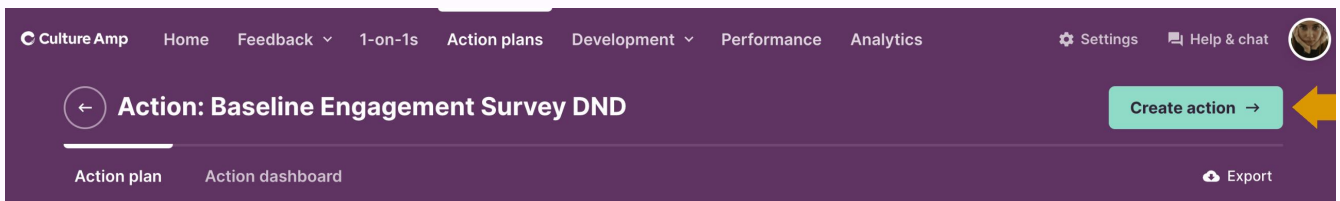

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5   Add actions to the Culture Amp Platform

Step 3

Click the **Create Action** button. On the **Action Plan** page, select the questions you had selected for focus.

Step 4

Scroll down on inspiration list and click **Write your own action**. When you click next, you can add the details of your action plan. Once completed, click **Finish**.