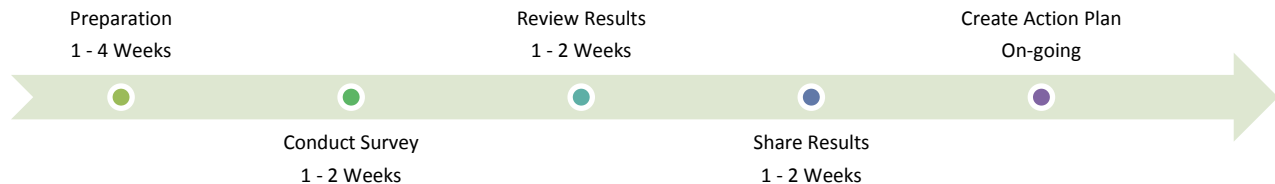


Employee Engagement Survey Implementation Plan

Before implementing your Employee Engagement Survey, you should have a plan in place and a general timeline for the entire process.



- Preparation

 1 - 4 weeks
 - Secure buy-in from senior leader, executive team and management
 - Create Implementation and Communication Plan
 - Design Survey
- Conduct Survey

 1 - 2 weeks
 - Determine who will be delivering survey and how it will be delivered
 - Send initial communication to employees
 - Launch survey
- Analyse Results

 1 - 2 weeks
 - Determine who will analyse results
 - Use comparative benchmark data, if available
 - Rank questions from most to least positive
 - Review comments for themes
- Sharing Results

 1 - 2 weeks
 - Decide what kind of reports you want to produce and for whom
 - Start with leader, executive team and cascade down to management and employees
- Action Plan

 On-going
 - Identify 3 -4 potential areas for improvement
 - Create Action Plan