# People matter survey results action plan template

**Organisation: [enter name]**

**Branch/division/team: [enter name]**

## Who this template is for

This template is for use by teams in public entities who have done the People matter survey wellbeing check 2022.

## How to use this template

Drawing on your survey results, there is an opportunity to:

* identify follow-up actions that are most important to your team
* link these actions to other actions in your organisation’s longer-term people strategy.

Your results suggest how your employees view your workplace and the team they work in. This includes wellbeing, alignment with the values, collaboration, learning and development and diversity and inclusion.

Survey results also help the sector develop a high-performing and engaged workforce.

## Step 1: Understand and share your results

### Understanding your results

When you receive your survey results, take time to review and understand the feedback.

Our [drivers of wellbeing report](https://vpsc.vic.gov.au/data-and-research/people-matter-survey-data-2021/drivers-of-wellbeing/) shows you what drivers impact employee wellbeing most.

Positive drivers include meaningful work, learning and development, psychological and physical safety climate and manager support and workload

Negative drivers include workload, psychological and physical safety climate, safe to speak up, manager support and job enrichment.

There is also a range of questions that look at how your organisation has performed against the [public sector values](https://vpsc.vic.gov.au/ethics-behaviours-culture/public-sector-values/). The public sector values guide the ethics and behaviour of everyone who works in the public sector.

There’s a strong link between workplace culture and how your employees perceive how your organisation lives the public sector values.

### Sharing your results

When you’ve looked at your results, we suggest you:

* communicate your high-level results to your employees
* give them some time to consider what they mean.

## Step 2: Identify priority focus areas

After you have considered the results, it’s recommended you identify 3 to 5 areas to focus your attention and create positive change.

Your organisation may identify one or two at the organisational level and your team may choose two or three at your team level.

To help you work out what these areas are, we suggest you work with your team to:

* consider [drivers of employee wellbeing](https://vpsc.vic.gov.au/data-and-research/people-matter-survey-data-2021/drivers-of-wellbeing/)
* identify your strengths (your highest group of results) and areas for improvement (your lowest-performing results)
* identify the results areas that have undergone the largest year-on-year changes
* invite your employees to regularly discuss and suggest what actions you can take.

## Step 3: Identify actions and targets for the next 12 months

After you've identified and agreed to your focus areas, use the table below to:

* enter each focus area
* identify what actions you’ll take to improve each focus area
* identify who is responsible for each action
* agree to a timeframe for each action
* ask your employees to contribute to your action plan and include their feedback.

If your organisation has a culture committee, send them your plan so they can track actions for the whole organisation.

| Focus area | Actions | Who | By When |
| --- | --- | --- | --- |
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### Step 4: Implement your action plan

Implement your action plan based on step 3.

To check on progress, you can:

* regularly speak with your team
* adjust the actions in collaboration with your team when they aren’t having the intended impact
* share results with your team to keep them thinking about the changes you’re making together
* review action plans regularly
* check-in with other teams to ensure you've aligned your plan to be consistent with the rest of your organisation.