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2023 Engagement Survey Action Planning Tool

Department: Human Resources

Owner: Matthew Jacobs

<p>Action Item #1: (Short Descriptive Title)</p>	<p>Training & Educational Opportunities</p>
<p>Description #1: (Provide a detailed description outlining actions needed to reach the objective)</p>	<p>A significant number of employees have expressed interest in ongoing education opportunities. I am going to research courses that are available online for our employees to access. A complete list of courses will then be emailed out to all employees. Course registration information will be attached.</p>
<p>Progress Notes: (Results/findings from Action Plan rollout)</p>	<p>I have found a service provider that has training courses that align with my team's needs. I'm currently waiting on approval from the HR/Training department.</p>
<p>Action Item #2: (Short Descriptive Title)</p>	<p>Improve Work-Life Balance</p>
<p>Description #2: (Provide a detailed description outlining actions needed to reach the objective)</p>	<p>Improve work-life balance by scheduling shifts farther in advance. Our goal will be to provide 3-4 weeks notice at all times.</p>
<p>Progress Notes: (Results/findings from Action Plan rollout)</p>	<p>Schedule is being produced 3 weeks in advance currently. We will work to have it available a month in advance by next quarter.</p>
<p>Action Item #3: (Short Descriptive Title)</p>	<p>Increase Employee Recognition</p>
<p>Description #3: (Provide a detailed description outlining actions needed to reach the objective)</p>	<p>Develop a comprehensive recognition program that aligns with the desired recognition culture. Create a recognition policy, develop a system for tracking and documenting recognition efforts, and establish criteria for different types of recognition, such as verbal praise, written notes, awards, or monetary incentives.</p>
<p>Progress Notes: (Results/findings from Action Plan rollout)</p>	<p>Provide training and resources to managers and leaders on the importance of employee recognition and how to effectively recognize and appreciate employees.</p>



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