

Employee Survey Actions and Progress

Site name: _____

Date of update: _____ Update provided by: _____

Issue to be addressed (pick max 4 highest priorities for the site/location)	Intended outcome (describe the new state or reality once the actions have been implemented)	Specific Actions planned	Who is responsible for ensuring these actions take place?	Progress/Status update as per the Date of update
1 (example: Result indicated that people did not feel they had enough visibility of what training was available to them and they did not get enough training)	Employees and managers should have a clear understanding of training courses available in classroom format as well as online. Employees and managers should also understand the process by which employees are selected to be nominated for classroom training attendance. Managers should make it clear to employees why they were nominated to attend before they go to attend a class.	a) Post all training courses plus a description of how to make it known that someone wants to attend a course on the intranet for everyone to view. B) Cover training courses and the location where people can view the courses and process during onboarding discussions by HR.	HR representative for the location	4 Jan 2013: Courses are posted and visible through the intranet. Description is in progress. Onboarding materials have been updated. Training of HR personnel conducting onboarding to be completed.
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