

ACTION PLAN

Work unit name: XXX	Manager's Name: XXX
Survey item: <i>Our organisation has effective programs for recognising and rewarding achievements of it's people</i>	<input checked="" type="checkbox"/> Opportunity <input type="checkbox"/> Strength
Rationale: <i>1. Team feels undervalued, 2. Insync Surveys identified this as a key driver to work on</i>	
Business objective to impact: <i>Increase in employee engagement & reduction in turnover</i>	

PLAN

This is what we'll do:	<ol style="list-style-type: none"><i>1. Ask all staff how they'd like to be recognised</i><i>2. Hold focus groups with a couple of teams who rated this item highly</i><i>3. Talk to HR about existing policies</i><i>4. Investigate employee reward programs</i>
These people are responsible:	<i>Business unit (BU) Director, BU Manager, Team Managers, HR</i>
Timeframe when this will be done:	<ol style="list-style-type: none"><i>1. BU Director and Manager to present proposed plan to team in 2 months</i><i>2. Team Managers to provide regular updates in team meetings</i><i>3. Solution to be implemented for start of Qtr3</i>
This is what success looks like:	<ol style="list-style-type: none"><i>1. We have a rewards and recognition program in place</i><i>2. We reward high performance</i>
This is how we'll measure success:	<i>Short term: Absenteeism has reduced</i> <i>Long term: reduced turnover & improved results in next engagement survey</i>