5 Steps of Action Planning

1-REVIEW

Managers read their survey reports and prepare for a team discussion.
- Review your survey results.
- Share survey results with your team.
- Prepare a team meeting to discuss.

November - December 2023

2-DISCUSS

Managers meet with team to discuss results and learn how the team views engagement.
- Explain “why” UTA conducted the survey.
- Review key concepts of engagement.
- Discuss the survey results.
- Ask your team to name strengths and opportunities for improvement.

January - March 2024

3-SET GOALS

The team prioritizes Action Items, sets goals and develops an Action Plan.
- Prioritize 2-3 focus areas to explore further.
- Brainstorm Action Ideas and select the specific actions the team will take.
- Create team engagement goals.
- Complete an Engagement Action Plan and establish follow up dates.

January - March 2024

4-ACT

The team makes engagement a priority.
- Share the Action Plan with team members.
- Include engagement as a regular agenda item for team meetings.
- Encourage and support employees to participate in engagement activities.

April 2024 - September 2025

5-EVALUATE

The team regularly follows up on goals to recognize progress and achievements.
- Establish a follow-up schedule for Action Plan goals.
- Recognize success — big and small.
- Revise the Action Plan as needed.

Quarterly

UTA Office of Talent, Culture, and Engagement