



# 2024 Workplace Experiences Survey



## Conversation Guide - Results Sharing

**INSTRUCTIONS:** After reviewing your WES report, we recommend sharing the results with your faculty and/or staff during a dedicated meeting, townhall, or other forum for discussion. We encourage you to use this template as a conversation guide and to capture notes.

If you did not receive a WES report for your specific unit, you are encouraged to use the report(s) from the wider Department or Faculty/VP portfolio your team is a part of as a conversation starter. The follow-up conversations are the most important part of the process.

For more resources, including **UBC overall WES reports** and **Action Planning Toolkits**, visit [hr.ubc.ca/wes](http://hr.ubc.ca/wes).

If you have questions or would like additional support working with your results, please **contact your local HR Advisor** or [workplace.surveys@ubc.ca](mailto:workplace.surveys@ubc.ca).

**UNIT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### *What are the results*

After reviewing your unit's survey results, discuss:

- What stands out for you in the report? Why?
- What areas should we explore in more depth?

### *What do the results mean*

Use these prompts to guide the discussion further:

- What do you see as the top area to improve?
- How do our results compare to the overall UBC results?
- What are your thoughts on the similarities and differences?



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## Conversation Guide - Action Planning

**INSTRUCTIONS:** After sharing the WES results with your team, we recommend giving your faculty and/or staff time to process the new information and reactions or insights they may have about the results. Set aside time for a separate meeting to work with your faculty and/or staff to discuss strengths and priorities, and decide on a plan of action to address a few opportunities that stand out for your team. We encourage you to use this template as a conversation guide and to capture notes.

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If you have questions or would like some support working with your results, please **contact your local HR Advisor** or [workplace.surveys@ubc.ca](mailto:workplace.surveys@ubc.ca).

**UNIT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### *What will we focus on*

Think about both strengths and areas of focus from your results:

- What are the areas to celebrate, and how can we do this?
- If we could move the dial in one particular area by next year, what would it be?
- What are specific actions we can take to enhance engagement, and what is a realistic timeline?

### *What does success look like*

Discuss ways to evaluate your team's success:

- How will we demonstrate our commitment to these actions?
- How will we determine the impact of our actions?