Your readiness checklist

Prepare for your survey. Plan for what happens next.

Review with your team. Check what is in place or has a clear plan and owner.
Use the unchecked items to identify where you need support.

01 Pre-survey communication

Build trust before you ask for feedback.

- ☐ **Clear purpose.** Employees know why we are surveying, how confidentiality works, and how we will use their feedback.
- ☐ **Consistent communication.** Leaders and managers know what to say about participation, survey timing, and next steps.
- ☐ **Thoughtful survey setup.** We have reviewed questions, employee groups, and reporting thresholds against what we need to learn.
- ☐ **Prepare HR to support the process.** Our HR team understands how to interpret results and help leaders turn feedback into action.

02 Leadership alignment

Turn shared understanding into leadership commitments.

- ☐ **Understand before acting.** Leaders will review the story behind the results before deciding on solutions.
- ☐ **Focused priorities.** We have a plan to agree on 1-3 organization-wide priorities connected to business goals.
- ☐ **A leadership action agenda.** Each priority will have an accountable leader, a first step, a timeline, and a measure of progress.
- ☐ **Quarterly reviews.** We have a plan to review the agenda with our consultant and connect progress to other key talent initiatives.

03 Team activation

Help employees see their feedback lead to action.

- ☐ **Share the commitments.** Employees will hear the overall results, leadership priorities, and what happens next.
- ☐ **Prepare managers to coach.** Managers will have training and tools to listen openly and lead productive team conversations.
- ☐ **Build plans together.** Teams will choose practical actions, assign owners, and raise issues that need support beyond their team.
- ☐ **Keep progress visible.** Teams will revisit commitments regularly and tell employees what has changed and what is still in progress.

Where could your team use support?

Unchecked items are a starting point for a conversation. Pathway to Workplace Excellence can help with survey preparation, leadership alignment, and team action planning.

Reach out to your account representative to discuss your gaps and where Pathway could help your organization move from insights to action and impact.