**WE SPEAK: Faculty & Staff Survey 2017**

**Understanding Our Faculty/Division/Departmental Results**

Draft 1 Hour Meeting Agenda: Please modify to address your individual circumstance.

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| **Purpose: Gain an understanding of the WE SPEAK: Faculty & Staff Survey Results 2017 for our *Faculty/Division/Department****.*  NOTE: You may have released the results electronically before meeting and so this is a follow-up ***or*** this may be the first time faculty and staff have seen the results. | | |
| **Agenda Item** | **Time** | **Notes to guide the leader.** |
| 1. **Welcome & Agenda** | 2 mins. | * *Thank participants*. (E.g. “First, I wish to express my thanks to you for participating and encouraging participation in the survey.) * *Review agenda & meeting purpose*. (E.g. You may have reviewed the report before coming to this meeting. There is a lot to digest. I will provide some background, an overview of our results and ensure time for questions and discussion.) |
| 1. **Background:** 2. Purpose of the Survey 3. Why Engagement Matters, Definitions and Model of Engagement 4. Summary of Western-wide results | 5 mins. | * *Background: Survey purpose.* (E.g. Western conducted the survey from January 24th to February 13th, 2017. The survey is designed to be a source of valuable information about drivers of faculty & staff engagement with our job/work, local work environment & organization. It also provides helpful information about our perception of the current and preferred culture.”) * *Why Engagement, Definitions & Model of Engagement* (PowerPoint Slides will be provided following this session.) * *Western-wide results*. Summary of results and “Summary of Comments” located on the WE SPEAK Web-site. Western senior leadership will use the results to help identify Western-wide strategies. |
| 1. **Survey Results - Overview and discussion:** 2. Response Profile 3. Outcome Scores 4. Report Highlights: Ranked Drivers 5. Graph of Driver Averages 6. Graph of Frequencies 7. Index Scores: Current & Future Culture 8. Relative Comparison Summary   **Discussion Questions**   * **What stands out in the results?** * **What is unclear?** * **What questions do you have?** | 40 mins. | * *Briefly state one or two key messages about how the results appear to you.* (E.g. “I am delighted to see some strong drivers of engagement and it is our goal to maintain these areas of strengths. We need to target areas for improvement and put a plan in place to have a positive impact. The WE SPEAK results open the door to dialogue and the opportunity for positive change.”) * *Provide an overview of results.* Refer to specific pages. * *Invite discussion.* If participants reviewed the results in advance of meeting you may be able to ask questions about strengths and opportunities for improvement. |
| 1. **Next steps:** 2. How results will be used to develop a WE ACT Plan. 3. Thank participants & close meeting. | 2 mins. | * *Suggested next steps*. Commit to review the results further with your team. From this, indicate the goal is to identify a few key strategies/projects to strengthen engagement. E.g. conduct focus groups, interviews, team meetings, or form a task team to understand underlying issues and identify what would be helpful going forward. |